LITERARY COURSES

SENIOR HIGH SCHOOL
Science and Technology, Engineering and Mathematics

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21st Century Literature from the Philippines and the World

Topic 1
Philippine Literary History

Literal History from Colonial to Contemporary

Philippine literature developed simultaneously with the country's history. The richness of the country's history is reflected in its literary pieces. The Philippines has a unique cultural topography. Due to its archipelagic state, people have created countless languages/dialects and traditions determined by their geographical and linguistic regions. The early literary pieces in the Philippines depicted the early culture, traditions, beliefs and lifestyle. Our country practices regionalism literature that emphasizes on the culture, dialects, and other features particular to a specific region. Each region has a particular literary piece, using its own language and presenting its own culture. This characteristic enhances the diversity and richness of our literature that is mainly oral in nature. However, most written literature was destroyed during the Spanish period and Spanish became the customary language in literature.

Since our country has been taken over by different nations, other languages are used in Philippine literature (Spanish, English, the native Tagalog and other languages native in the Philippines). The history of the Philippines influenced our literature in which it was molded with adversities, heroism and patriotism.

Philippine literature is significantly influenced by its interesting history. Our early stories, songs and poems were greatly anchored to the experiences of our ancestors; thus, history and culture is a foundation of literature.

Philippine Literary History

Philippine Literature lets people learn about where they came from and how past events forge the different cultures. Literature deals with ideals, thoughts, and emotions of man, and it represents the language, culture and tradition of a society; thus, it is considered as the story of man that is expressed in beautiful language.

Three Periods in Philippines Literary History

Man's love, grief, sadness, happiness, aspirations, hopes are all expressed in literature. As time passes by, changes in the way people live affect the way they express their ideals, thoughts and emotions in literature. This means that peoples' experiences affect their stories to tell. The evolution of our literature is categorized based on the three important periods in our history.

Pre-Colonialism
It is between BC to 1564. It is the period in which our literature is purely rich in our own identity. It is considered the longest, yet its uniqueness shows that our ancestors are artistic, exceptional and talented in expressing their emotions. The history of our race is clearly stated in our early literary pieces.

Literary Works

- Bugtong is a question or statement intentionally phrased so as to require ingenuity in ascertaining its answer or meaning, typically presented as a game.
- Salawikain / Kawikaan (proverb) is most often a phrase or saying that gives advice in an obscure way.
- Tanaga is a type of poem, consisting of four lines with seven syllables each with the same rhyme at the end of each line.
- Folk song is a traditional music that is often lively and fast, and its lyric tells about aspects of daily life
- Epic is a long heroic narrative in verse which recounts the adventures of a tribal hero/es and in the process expresses the customs, beliefs, and ideals of the people
- Folktale is a story that has been passed on generation to generation by word of mouth rather than by writing, and thus it has been modified by successive retellings before it was written down and recorded.
- Legend is a story that often tells about the origin of things which may be true or not.
- Fable is a story in which animals are the main characters and are given human qualities and abilities.
- Myth is traditional story about the early history of a people or explaining some natural or social phenomenon, and typically involving supernatural beings or events.
- Fantastic story tells stories about supernatural and bizarre beings that are believed to be existing in our cultures and beliefs.

Colonialism
The Philippines has been occupied and ruled by different nations. The identity and the original theme of our literature have been influenced by the foreign culture and style of writing. Many of the literary written works were destroyed, and our ancestors were not allowed to use our own writing system, the Alibata. Our ancestors used the Roman Alphabet even in

literature. Our literary works shows how our cultures, traditions and beliefs transformed due to the influences of other nations; however, despite the foreign influences, some literary writers and storytellers remained loyal to our native cultures and traditions.

A. Spanish Colonization Period (1565-1863)

The Philippine literature during the Spanish colonization has become religious because one of the major pursuits that the Spaniards implemented in our country was to spread Christianity, and secular that exhibited that our literary works were really influenced by the works of the Europeans.

Religious Literature

a. Pasyon – a long narrative poem about the passion and death of Christ
b. Senakulo – dramatization of the pasyon

Secular Literature

a. Awit – a colorful tale of chivalry made for singing and chanting (Ibong Adarna)
b. Korido – a metrical tale written in octosyllabic quatrains (Florante at Laura by Francisco 'Balagtas' Baltazar)
c. Prose narratives – written works to prescribe proper decorum

Since there was a need to translate prayers and religious instructional materials to native language, the native translator learned to read and write both in Spanish and his native language (ladinos), thus some of our literary works were written in Spanish.

- Jose de la Cruz (1746 – 1829) was the foremost exponent of the komedya during his time.
- Francisco Baltazar (1788 – 1862), popularly called Balagtas, is the acknowledged master of traditional Tagalog poetry.
- Pedro Paterno (1857 – 1911), a Philippine-born illustrado, wrote "Ninay", the first Filipino novel written in Spanish.

B. Nationalistic, Propaganda and Revolutionary Period (1864-1896)

The nationalistic hearts and minds of the Filipinos during that time were awakened by the desire for freedom because of tyranny and oppression. Their sentiments, cries and criticisms that they experienced from the unjust hands of the Spaniards were expressed in their literary works.

Propaganda Literature – reformatory in objective

a. Political essays – satires, editorials and news articles were written to attack and expose the evils of Spanish rule (Diariong Tagalog, 1882 and La Solidaridad, 1888)
b. Political novels like Noli Me Tangere (1887) and El Filibusterismo (1891) which were written by Rizal

Revolutionary Literature – more propagandistic than literary as it is more violent in nature and demanded complete independence for the country.

a. Political Essays – helped inflame the spirit of revolution
    - 1896 – Kalayaan was a newspaper of the Katipunan which means "independence and solidarity" edited by Emilio Jacinto.
b. Poetry
    - 1896 – Hibik ng Pilipinas and Pag-ibig sa Tinubuang Lupa (Andres Bonifacio)
    - 1896 – Liwanag at Dilim (Emilio Jacinto)
    - 1898 – True Decalogue (Apolinario Mabini)

C. American Colonial Period (1901-1946)

During the American period in the Philippines, our literature was inspired by important developments in education and culture. Free public education for all children was introduced. The use of English as a medium of instruction was the beginning of using English language by the Filipinos. Philippine literature in English was a direct effect of American colonization.

Period of Apprenticeship (1910-1930)

a. Tagalog novel – Banaag at Sikat, 1906 (a social realist novel) by Lope K. Santos
b. Romantic poetry – Pag-ibig by Jose Corazon de Jesus
c. Short stories
    - Dead Stars, 1925 by Paz Marquez Benitez
    - Footnote to Youth by Jose Garcia Villa
    - We Filipinos Are Mild Drinkers, 1940 by Alejandro Roces

d. English Novel – Child of Sorrow, 1930 (1st novel in English) by Zoilo Galang

D. Japanese Colonial Period (1901-1946)

During the Japanese colonization, Tagalog was favored by the Japanese military authorities to be used, and English language was halted. The development of art and literature faced a great impact due to political conflict and battles. Even though this happened, there were writers who continued to practice their crafts.

War Years (1942-1944)

a. 25 Pinakamabuting Maikling Kathang Pilipino
b. Lupang Tinubuan – Narciso Reyes
c. Uhaw ang Tigang na Lupa – Liwayway Arceo

Period of Maturity and Originality (1945-1960)

- Palanca Awards for Literature was established in 1950. Jose Garcia Villa, Nick Joaquin, NVM Gonzales, Bienvenido Santos, Gregorio Brillantes, Gilda Cordero Fernardo were among the authors who received the said award.
- National Artist Awards for Literature is an order bestowed on Filipinos who have made significant contributions to the development of Philippine arts. Jose Garcia Villa, and Nick Joaquin were among the literary writers who received the said awards.

Post-colonialism

The war left ruins in the economy and infrastructures. The Philippines became independent. As part of rebuilding the nation, our literature remained a representation of the people's experiences. Comics, magazines and other publications also succeeded. Some of which involved some of the literary works in the publications.

A. Republic Period (1961-1985)

- The government took part in reviving old plays like the Cenaculo, the Zarzuela and the Embayoka of the Muslims.
- Radio and television brought entertainment in every household. Radio was the form of recreation of those without television (examples: Si Matar, Dahlia, Ito ang Palad Ko).
- During this period Filipino film-making has begun. A yearly Pista ng mga Pelikulng Pilipino was held during this time (examples: Maynila sa mga Kuko ng Liwanag; Minsa'y Isang Gamu-Gamo; Ganito Kami Noon, Paano Kayo Ngayon).
- Poems during this period were romantic and revolutionary. Many Filipino songs dealt with themes that were really true-to-life like those of grief, poverty, aspirations for freedom, love of God, of country and of fellowmen due to the martial law.

B. Contemporary/Modern Period (1986-present)

The rich culture of folk narratives and traditions inspired our literature until today. The Philippines started an effort to restore the use of native language in literature. Our education department made it obligatory to teach Philippine literature to students from elementary to college years because literary works have reflected our cultures, traditions, beliefs and life styles since then up to now.

Our literature follows as our way of living changes due to the advancement of technology and modernization. There are things that are used and exercised in the contemporary period are:

- The debate over textual and contextual criticism, balagtasismo and modernism, formalism and historical criticism has persisted to this day in the academe due to different subjects or theme of the literary texts.
- The development of literary devices was introduced such as onomatopoeia or the use of words that imitate the sounds associated with the objects or actions they refer to.
- New ways in writing and composing poems are introduced like the messages or theme in poetry and free verse.
- There are different literary works for different kinds of situations and conditions, for instance, the queer and chic literature.
- There are so many novels written with different themes.
- Some literary pieces are transformed into another type of literature (novel to film).

Knowing and understanding how our literature was forged by time and circumstances is really important for us, as Filipinos.

Embracing Traditions and Ethnicity

Bikol literature has begun since pre-colonial period; however, there are very few of them that have been collected and published. Mariano Perfecto owned a press which produced many corridos and religious works that eventually led to the creation of other forms of entertainment. Comedia and zarzuela were forms of entertainment in the 1800s and early 1900s. During that time, there were Bikol-based publications and productions of poems and fiction developed.

Today, their literary works are usually poems, novels or fictional stories. Bikolanos are multilingual in a way that they are proficient not only in Bikol (regional language), but also in Filipino and English, so there are writers who created literary works using any of the three languages. There are also known writers and poets who are natives of Bicol region, like Ricky Lee and poet Marne Kilates. Alvin Yapan, who is from Camarines Sur, believed that Bikol literature is any literary work pertaining to Bicol that must be an instrument in enriching the region's culture.

Filipino Regional Poetry

Bicol region is known for its impressive yet destructive, Mayon Volcano. The volcano, having a nearly perfect shape, is well-known around the world for its beauty. It erupts regularly and considered as one of the most active volcanoes in the world. Though the volcano brings constant danger to Bicolanos, it remains famous to local and foreign tourists.
Poetry has been part of Filipino culture ever since pre-colonial period. There are so many poems and songs that have been used for different purposes.

Kristian Sendon Cordero (1983)

A poet, fictionist, translator, and filmmaker from Bikol. He has received many awards because of his poetry and films. As a Bicolano, he serves as deputy director of the Ateneo de Naga University Press and runs an independent bookshop and art space, The Savage Mind, in his home city.

MAYON
Kristian Sendon Cordero
(Camarines Sur)

Ayon sa alamat, lason sa pana ni Pagtuga,
ang lumikha sa bulkan — libingan ito
ng dalagang namatay sa isang digmaan.
Ngayon, ano ang tutubo sa paanan ng Mayon
gayong nagiging malawak na itong sementeryo
ng abo, ng tao. Manganganak na kaya ito?
Tinitigan ko ang nakangangang bulkan — lbinalot
ng ulap at ng sariling usok ang tuktok, gatas sa labi.
Baka sakali, magpakita, nang may silbi ang kamera.
Sa ilang retrato na ibinebenta ng mga bata sa Cagsawa
lusaw na tae ang nagliliyab na lava, dumadaloy pababa.
Matandang nag-nganganga ayon naman sa isang makata.
Sa isang lumang postcard na nakita ko sa Antigo Merkado —
Kapag sa malayo, isa siyang magandang sikyung nakatanod,
Handa sa pagkapkap, naghihintay sa iyong pagpasok.

Cordero's poem reveals the beauty and the tragedy caused by the volcano in a figurative manner. As a native of Bicol, he translated the poem with a certain familiarity of the volcano.

Meter	It is the basic rhythmic structure of a line in poetry.
Image	It is used to represent objects, events, actions, or ideas in a way that is physically appealing.
Allusion	It refers to another textual work, leaving the reader to figure out the connection between the current work and the work being referred to.
Expansion	It refers to the possibility of images to go beyond what they normally mean, to extend, or grow in meaning so that they are not merely literal but become figurative.
Figurative Language	It is used when the words or phrases used go beyond their literal meaning and convey a different set of meanings to the reader.

The poem shows the quality of negative capability which according to Keats it is the capability to be face to face with uncertainty and not need to grapple with what that uncertainty could mean, but be comfortable just facing the situation. Forces of nature are one such event.

The poem has dramatic situation that emotionally relates the readers to the poem. The first stanza exposes its dramatic situation.

The poem "Mayon" shows the integration of both positive and negative images of the volcano. Cordero reveals the two sides, the beauty of Mayon that attracts tourists and brings income to the Bicol region, and the damage it brings when it erupts.

According to Keats, negative capability is the capability to be face to face with uncertainty and not need to grapple with what that uncertainty could mean, but be comfortable just facing the situation.

We have encountered an inevitable pandemic, COVID-19, that caused problem and brought changes (new normal) in the whole world. It affected the economy, education and the lives of all.

Topic 2
Depiction and Philippine Canon

Contribution of Literature to Society

Literature lets us to explore the previous time and learn about life from the ones who walked before us. We can better understand the cultures of everyone and have a greater appreciation of them. We learn through the different records of historical accounts in which literature is a part of it.

Literature represents the emotions, aspirations, and ideals of each individual author. Some literary works mirror the society that allows us to understand the world we live in. The impact the literature has brought is undeniably becomes the basis of our lives.

Literature expresses or represents the context of the country, and it teaches good values. Philippine literature is considerably influenced by what the authors or storytellers observe in the society. Most of stories, songs and poems are based on what they have experienced; thus, society is reflected in literature.

The world has been facing a problem that affects all nations, rich or poor, famous or ordinary. Today, let us examine the common sight and problem in our society that affects everyone, not only the leaders of the country, but also the ordinary individuals.

The author, Bienvenido Lumbera is known as one of the pillars of Contemporary Philippine Literature because of his literary works which are timeless and very sensible in the society. He has encouraged aspirant writers to keep on writing about the dreadfulness of Martial Law. Lumbera said, "The young writers should have better knowledge on the history and literary movements during the Martial law to prevent the culture of forgetting."

His canonical work, "A Eulogy of Roaches" presented his anguish towards the people living in poverty and exposed his resentment towards the political leaders.

The poem is trying to express a message that the Filipino society is influenced by lack of determination and perseverance in which those poor families were born and will die in poverty. The significant questions about the poem are:

1. Why are the cockroaches so blessed?
2. Why are the cockroaches suffering?
3. Why won't people aim for a change?

Bienvenido L. Lumbera (April 11, 1932) is a Filipino poet, critic, dramatist, librettist and scholar. He writes in English and Filipino, and has produced works in both languages. His writings were nationalistic and politically satirical. In 2006, he received the much-coveted title, National Artist for Literature for his creative and critical work directed towards a literature rooted in the search for nationhood. He is also a recipient of the Ramon Magsaysay Award for Journalism, Literature and Creative Communications in 1993, the Gawad CCP, Gawad Pambansang Alagad ni Balagtas, Manila Critics' Circle and the Carlos Palanca Memorial Awards. As a literary writer, he won numerous awards, including the National Book Awards from the National Book Foundation.

He has a poetry collection entitled Likhang Dila, Likhang Diwa (1993), and Balaybay: Mga Tulang Lunot at Manibalang, a collection of new poems in Filipino and those from Likhang Dila. He has several critical works, including Abot-Tanaw: Sulyap at Suri sa Nagbabagong Kultura at Lipunan (1987) and Writing the Nation/Pag-akda ng Bansa (2000). He has also done several librettos, among them are Tales of the Manuvu (1977) and Rama Hari (1980). Sa Sariling Bayan: Apat na Dulang May Musika (DLSU, 2003) collects the four historical musicals Nasa Puso ang Amerika, Bayani, Noli Me Tangere: The Musical, and Hibik at Himagsik Nina Victoria Laktaw.

A Eulogy of Roaches

Blessed are the cockroaches.

In this country, they are
the citizens who last.
They need no police
to promulgate their peace
because they tolerate
each other's smell and greed.

Friends to dark and filth,
they do not choose their meat.
Although they neither sow
nor reap, a daily feast
is laid for them in the rooms
and kitchens of their pick.

The roaches do not spin
and neither do they weave.
But note the russet coat
the sluggards wear: clothed
at birth, roaches require
no roachy charity.

They settle where they wish
And have no rent to pay.
Eviction is a word

quite meaningless to them
who do not have to own
their dingy crack of wall.
Not knowing death or taxes,
they increase and multiply.
Survival is assured
even the jobless roach:
his opportunities pile up
where garbage grows.

Dying is brief and cheap
and thus, cannot affright.
A whiff of toxic mist,
an agile heel, a stick —
the swift descent of pain
is also final death.

Their annals may be short
but when the simple poor
have starved to simple death,
roaches still circulate
in the cupboard of the rich,
the strong, the wise, the dead.
— Bienvenido Lumbera

A cockroach is known for being very difficult to kill. It has many abilities that a human being can't do. It can survive for weeks without its head. It can stay active without food even for a month. It can remain alive without air for forty-five minutes. It can survive even it is completely submerged underwater for an hour and can recover completely. It can endure high levels of radiation exposure. That makes cockroaches very hard to expel.

Lumbera's poem is written creatively for he used cockroaches in comparison to the sad truth of poverty in the country, a condition that is very difficult to eradicate. He wrote this poem to express his description of people who struggle just to survive a day. Let us recognize how the creative, yet radical mind of the author composed a poem that described the condition of the people in slum areas.

Literary Appreciation

Poetry	It refers to writings that formulate a concentrated imaginative awareness of experience in language chosen and arranged to create a specific emotional response through meaning, sound, and rhythm.
Poem	It is a composition in verse. It is an example of poetry.
Eulogy	It is an example of poetry. It is a commendatory formal statement of set oration.
Symbolism	It is used to produce an impact, which it accomplishes by attaching additional meaning to an action, object, or name. It allows a writer to convey something.
Canon	It refers to the collection of works determined by a society to have significant value and importance.
Allegory	It refers to symbolic representations of truths or generalizations about human existence.
Allusion	It is a figurative language that refers to another textual work, leaving the reader to figure out the connection between the current work and the work being referred to.
Litotes	It is a figurative language that refers to a mild negative understatement intended to suggest a strong affirmative.
Dramatic Situation	It is the combination of setting, characters, and action in a poem which is supposed to engage the reader.

Allegory is very similar to a metaphor in the sense that something — usually something abstract or religious — is implicitly articulated in terms of something else that is concrete.

Sarcasm is a literary and rhetorical device that is meant to mock, often with satirical or ironic remarks, with a purpose to amuse and hurt someone, or some section of society, simultaneously. The basic purpose of sarcasm in literary works is to bring a flavor in order to make stories seem real to the readers.

National Artist Award (for Literature) is bestowed by the Philippines on Filipino literary writers who have made significant contributions to the development of Philippine art particularly in the field of literature.

The poem "A Eulogy of Roaches" reveals the hardships and the struggles of those who are squatters or informal settlers, and homeless. The poem used cockroaches as compared to people who struggle their lives to survive without proper and owned shelter.

Topic 3
Timeline of Philippine Literature

Pre-Colonial Period

It consisted of Filipino literature passed down orally. Literature on this period is based on tradition, reflecting daily life activities such as housework, farming, fishing, hunting, and taking care of the children as well.

Oral pieces told stories which explained heroes and their adventures; they attempted to explain certain natural phenomena, and at the same time served as entertainment purposes.

Early Forms of Philippine Literature

1. Bugtong (Riddle): a mystifying, misleading, or puzzling question posed as a problem to be solved or guessed
2. Salawikain (Proverb): a brief popular saying that gives advice about how people should live life.
    - Kapag may isinuksok, may madudukot.
    - Give a man a fish, you feed him for a day; show him how to catch fish, an you feed him for a lifetime.
3. Kasabihan (Saying): an old or well-known phrase that expresses an idea that most people believe is true
    - Ang taong nagigipit, kahit sa patalim man ay kumakapit.
4. Bulong (Chant): used in witchcraft or enchantment
    - Tabi, tabi po, Inkong.
    - Makikiraan lamang po.
5. Myth: a story was told in an ancient culture to explain a practice, belief, or natural occurrence, symbolic storytelling not based on facts
    - The Myth of the Sun, the Moon, and the Stars
6. Legend: a story from the past that is believed by many people but cannot be proven to be true, presumed to have some basis in historical facts and tends to mention real people or events
    - The Legend of Mangoes

Pre-Colonial Poetry

a. Tanaga: a mono-rhyming quatrain having seven to nine syllables expressing insights and lessons on lie

GALIT
Ang damdami'y sumisikdo
sa balitang hindi totoo;
habang sila ay nanunudyo,
poot ay nag-aalimpuyo.

b. Ambahan: used by the parents in educating their children, by young people in courting each other, by a visitor in asking for food and by a relative bidding goodbye or farewell

O liyag, aking hirang
Kanina nang lumisan
Galing sa 'king dingdingan
Palay na inanihan
Akin lang iniwanan
Hinangad kong katuwang
Di basta palay lamang
Sa lakad sa ilog man
Maging sa kaparangan
Kaakbay ko saan man
Kaabay sa higaan!

c. Bayok: a love song
d. Epic: romantic heroes and heroines that are a reflection of the world as perceived by the early Filipinos
    - Biag ni Lam-ang

Pedro Bukaneg was known as the father of Iloko Literature. His greatest achievement was the writing of an epic poem Biag ni Lam-ang which consists of 294 stanzas or about 1,500 lines. He was highly respected by the Friars and the people as a teacher and a preacher. It was presumed that before Pedro Bukaneg died, he left many Spanish translations of native songs, poems, and other folkways depicting native culture.

e. Folk Song: expressess the people's hopes, aspirations and lifestyles; inspired by the reaction of the people to their environment

Three Literary Dimensions

Things to be taken into consideration when reading a literary piece.

a. Geographic Dimension
   - the setting of the story.
   - It is, at times, the origin of the conflict in the story. It normally affects the way of life of the characters in the story.

b. Ethnic Dimension
   - the characters of the story
   - In which society do the characters belong? The society always plays a significant role in the behavior of the characters.

c. Linguistic Dimension
   - the language used in the place
   - It is the distinct features of the language used in the story.

Contemporary Philippine Arts from the Region

Topic 1

Contemporary Art

Art is the expression or application of human creative skill and imagination, producing works to be appreciated primarily for their beauty or emotional power. It is a form of creative activity such as painting, music, literature, and dance.

Historical Overview: Philippine Art

Form	**Pre-Conquest** *(1521-1898)*	**Spanish Period**	**American Period** *(1898-1940)*	**Japanese Period** *(1941-1945)*	**Post-war Republic** *(1946-1969)*	**70's Contemporary**
Painting	Pottery, body adornment	Religious (icon, and ecclesiastical), secular (portraiture)	Landscape, portraiture, genre, interior, still life	Wartime scene (aggression, nationalism, atrocities, symbolic, protest, aspiration for peace), Propaganda	Modern, Conservative, Abstract, Experimental, Public art	Figurative, Art for art sake, multimedia, mixed media, transmedia
Sculpture	Pottery, carving and woodwork, metalwork and expression	Santos, furniture, altar pieces, jewelry, metalwork, pieta, ornamentation	Free standing, relief, public	Indigenizing and Orientalizing works, genre, idyllic (Amorsolo, Francisco Ocampo)		
Architecture	Dwellings and houses, shelters, worship areas, official residences, mosque, masjid, state edifices	Church, plaza complex, town planning, fortification, civic buildings and installations, private residences, commercial structures, cemeteries, bridges	City planning, parks, waterfronts, civic/government structures, public works, apartments, residences, offices, health, and public education, business chalet	Public Works	Real estate, Accessories, Squatters, Commercial/business, subdivisions, low cost housing	Safe housing, Tenements Convention arch, condos, malls, development

Stylistic Overview: Philippine Art

Form	**Pre-Colonial**	**Spanish/Islamic Colonial**	**American Colonial**	**Modern**	**Contemporary**
Painting	Religious (animist or Islamic), Community-based interethnic relations, Collective history	Religious/devotional, Secular formal, Naturalistic (homegrown, miniaturism, guild), Academic	Classical, Idyllic, nostalgic	Incipient triumvirate 13 moderns, Abstract, neorealist, Surreal, Expressionist	Collaborative hyper-realist, New painting
Sculpture				Abstract Expressionism	Junk/scrap, duchampian, arte covera, neo-indigenous, site specific, performance art, hybrid
Architecture		Worship-related and residential. Earthquake baroque. Hispanic revivalist (neogothic, neoromanesque, Islamic)	Neoclassic art deco (Juan Arellano, Juan Nakpil, Pablo Antonio) Art Nouveau, California Mission Style	International Industrializing, Electric Public Works	Filipino architecture, urban planning, economic zone, neovernacular, prefab, regionalist, cosmopolitan

Cultural Overview: Philippine Art

Form	**Indigenous Southeast Asian**	**Islamic or Philippine Muslim**	**Folk or lowland**	**Fine or world based**	**Popular or urban and mass based**
Painting	Ritual and Governance	Ritual and Governance	Colonial and Post-colonial	Museum-circulated, artist-centered, gallery-distributed	Mass produced, market-oriented
Sculpture	Ritual and Governance	Ritual and Governance	Colonial and Post-colonial	Museum-circulated, artist-centered, gallery-distributed	Mass produced, market-oriented
Architecture	Ritual and Governance	Ritual and Governance	Colonial and Post-colonial	Museum-circulated, artist-centered, gallery-distributed	Mass produced, market-oriented

What is Contemporary Art?

Modern Art is not the same as Contemporary Art.

- It is common tendency to describe the present as "modern".
- Being modern means being up to date and technologically advanced.
- Often, being modern is equated with being contemporary.
- Art that is new or current is also often referred to as "modern" as opposed to "traditional" or conservative.
- Modern Art is not the same as Contemporary Art, although they could share some characteristics, sources and influences.
- It is also possible to integrate and transform elements from Modern Art to Contemporary Art.

Is it the same as being modern?
The first difference is historical and chronological.

- In terms of art history, Contemporary Art refers to chronological events.
- Modern Art can be defined as art produced by an artist living today.

Xyza Bacani

- photographer who hails from Nueva Vizcaya, worked as a domestic helper in Hong Kong, and is now based in New York on a scholarship.
- On her days off, she shot with her digicamera.
- Her first camera was bought from money loaned by her employer.
- Hernando R. Ocampo's painting was painted in the early 1960s. At that time, the painting was considered contemporary.
- Today, we refer to these works as examples of Modern Art

American Colonial Period to the Post-War Period

- Some modern artists continue to produce work till today — in that sense, their works can be considered as contemporary art by virtue of being of the present.
- Xyza Bacani (2013), Hernando Ocampo (1960), Cesar Legaspi have the same subject matter; the poor and ordinary people on the streets.

Arturo Luz

- Example, as National Artist, he continued to produce paintings in his 90s and well into the 21st century.
- Historical Overview: his paintings' hard-edged and minimalist abstract style is associated with the modern style of the late 20th century.
- The "contemporary" is therefore a fluid term and its use can change depending on the contexts in this case historical and stylistic.

Modern and Contemporary

- used simultaneously or interchangeably; however, there is also a danger of using them carelessly or loosely
- It is important to know the historical and stylistic contexts of terms.

Victorio Edades

- A national artist is credited for initiating the Modern Art movement that challenged the Neoclassic style which was dominant at the time he came home studying in America before the war.
- Neoclassic Style depicts reality as closely as possible and idealizes it.

Modern Artists

- led by Victorio Edades challenged what were described as "conservative" art seen in the works of Fernando Amorsolo and Guillermo Tolentino.
- do not aim to copy and idealize reality; instead, they change the colors and flatten the picture instead of creating illusions of depth, nearness, and farness.
- Instead of the beautiful a pastoral, they depict what might be thought of as "ugly" and unpleasant.

Neoclassic Art

- like Guillermo as "academic" along with the other established styles imported — was familiar and comfortable — described by art historians from Europe via Spanish colonization

Modern Art	Contemporary Art
Modern Art is referred to as "traditional" compared to Contemporary Art.	Contemporary Art is the art of the present, which is continuously in process and influx.
The styles of the modern art are now part of art school curricula and have become academic.	What is contemporary today might become "academic" or "traditional" at some point.
A matter of perception.	Reception depending on the context.
Carlos Francisco's Magpupukot (1957) — depiction of fishing as a difficult process	Amorsolo's Fishing Scene — emphasizes calm and placidity
Hernando Ocampo's The Contrast (1960)	
Victorio Edades' The Builders (1928) — the oppressive condition	
Craftsmanship, techniques, technicalities	culturally diverse and technologically oriented
Design aspect	part of the society; events

Self-expression has become a collaborative process and the audience plays an active role in reacting and construction meaning about the work of art.

Modern Artist

- Modern artists were actively depicting the social conditions in the aftermath of World War II.

Agular Cruz

- depicted society's problems and challenged the Neoclassic rural-pastoral associated with Amorsolo and Tolentino
- Social Realists of the seventies are considered heirs of this tradition (Founded by Aguilar Cruz).

Imelda Cajipe-Endaya (Filipina DH, 1995)

- Social Realism continues to influence contemporary artists.
- Like Imelda Cajipe-Endaya is a social realist, but the style and medium of the installation is markedly different.
- Aside from style — it is also very useful to know artists are coming from and the circumstances of making and disseminating their art.
- Cultural Overview: Contemporary artists Bacani and Cajipe-Endaya belong to different context.
- Bacani — exhibited in galleries and museums just like modern artist or moderns.
- Cajipe-Endaya — exhibiting her works in the internet platforms like blogs and caught the attention of the photographers — became popular in social, print and broadcast media — she now exhibited in museums and galleries has now crossed over to the domain of Fine Arts.

Contemporary Artists

Ibn Saud Salipyasin Ahmad

- From Zamboanga, Mindanao comes from a hybrid mixture of the local Subanen and traditional Maguindanao Muslim cultures.
- A contemporary artist but his cultural context is indigenous Southeast Asian and the Philippine Muslim.
- His style can be considered "traditional" as it draws on the tradition and intricacy of drafting technique which learned in a trade school in Zamboanga.
- His medium is water color an oil on canvas.
- His subject matter is the people of his locality.
- His depictions invite us to witness his culture and its traditions in the context of today's changing times.

Imelda Cajipe-Endaya

- used mixed media
- Some works are also site-specific meaning they cannot be experienced in the same way of removed from their original places of exhibit whether in the gallery, out on the streets, in the forest, on the internet, etc.
- They are generally process-based and integrative various mediums and art forms.
- 'Sleepyheads'

Kidlat Tahimik

- As evident in the art spaces in Baguio which have become associated with performance, installation, architecture, and culinary arts.
- It is hard to separate the artist from his space of practice, and his lifework.
- However, the output is not his alone.
- The process is collaborative, and the experience is immersive, such that the art is never complete without the audience's active input.

Traditional Art

- adheres to process, community engagement and inclusion of wider aspects of artistic creation.
- link with the current inclination of some contemporary artists
- they internalize within their practices the kind of processes associated with the making and production of traditional art
- Terry Smith is an art historian describes it, “from the extreme isolation to total proximity, from individual alienation to complete togetherness from a personal particularity to total generality”.

Contemporary Art

- is distinguishable from Modern in terms of historical, stylistic, cultural (aspects)
- revolves around their being: site-specific, process-based, collaborative, interactive
- We also realize that contemporary art is never fixed but open to many possibilities.
- The different places in the Philippines are home to rich and varied art forms, most of them unknown even to us who live next to them.
- Others like Xyza Bacani live in other lands, which is also one of the realities of contemporary Philippines
- To study and appreciate the contemporary is to experience an understand art as a window to the Philippine contemporary life.
- may be collaborative/participative, interactive and process-oriented, meaning that there is less emphasis on the finished product and a single “author” or “creator”
- there are also artists who use a mixture of: contemporary, indigenous; Islamic; popular and traditional art forms; media and content
- is the art that springs out of the present day events and passions of society
- the newest form of art, amusing people from the late 1960s or early around 1970s up to this very minutes
- This art functions in a global society that is culturally diverse and technology-oriented.

Topic 2
Pre-Conquest

Was there "art" before colonization?

The art of the ancient Filipinos were woven into the fabric of everyday life. They do not refer to "art" as we do today, that is, as an expression of an individual, and seen largely in museums and concert halls.They did not distinguish forms into different categories like music, theater, visual arts, etc. Everyday expressions were all integrated within rituals that marked significant moments in a community's life, like planting and harvesting, rites of passage, funerary ceremonies, weddings, among others.

Aside from the communal functionality of indigenous art, creative forms such as pottery, weaving, carving, metal work, jewelry and also embody aesthetic, technological and ritual values that exist in various forms with the present.

Theater

a. Canao
   - is found in Cordillera officiated by shaman or mumbaki
   - involves animal sacrifice, where the entrails are read through a process of divination that is performed either for healing, to announce the birth of a child, or a coming of age during wakes, weddings, and burial ceremonies

b. Babaylan

c. Kashawing
   - ritual to ensure abundance during rice plating and harvesting is still observed and performed in Lake Lanao of Mindanao
   - involves the reenactment of the pact made by the ancestors of the community and the unseen spirits that inhabit the lake

d. Tagbanwa of Palawan
   - believe that every thirteenth moon, three goddesses to bless the planting rice
   - the shamans go into a trance amidst ritual chanting and dancing and are believed to be taken over by the goddesses themselves

Ethnic Musical Instruments

a. Kudyapi is a Philippine two-stringed, fretted boat-lute. It is the only stringed instrument among the Palawan people, and one of several among other groups such as the Maranao and Manobo. It is four to six feet long with nine frets made of hardened beeswax. The instrument is carved out of solid soft woo such as that from the jackfruit tree.

b. Kulintang is a modern term for an ancient instrumental form of music composed on a row of small, horizontally laid gongs that function melodically, accompanied by larger, suspended gongs and drums.

c. Agong/Gong is an East and Southeast Asian musical percussion instrument that takes the form of a flat, circular metal disc which is hit with a mallet.

d. Gangsa is a type of metallophone. There are two types of gangsa typically used: the smaller higher pitched kantilan and the larger pemade. Each instrument consists of several tuned metal bars (either iron or bronze) each placed over an individual resonator. The bars are hit with a wooden panggul, each producing a different pitch.

Native Dance

a. *Pangalay:* The dance from Sulu is mimetic of the movements of seabirds.

b. *Kinabua of Mandaya:* A dance performed by a man and a girl or two girls. It portrays the hawks' use of sweet songs to lure out the hen and the chicks that are then made into a meal.

c. *Man-manok:* Bagobos of Mindanao imitate the movements of the predatory birds.

d. *Talip:* The dance of the Ifugao is used in courtship and is mimetic of the movements of wild fowls.

e. *Panubad of Matigsalug:* a ritual dance performed or protection and to appease the spirit living in the water; the same act is carried out along with an offering of blood acquired from a white chicken when someone falls sick after visiting the river.

f. *Kadaliwas:* the dance of the T'bolis represent the comedic movements of the monkeys.

g. *Tinikling:* a popular Tagalog folk dance is evocative of the movements of the crane, balancing itself on stilt-like legs or flirting away from the clutches of bamboo traps.

Images (Carving)

a. *Bulul:* The Cordilleras people carve this image and regarded as a granary god that plays an important role in rituals.

b. *Hagabi:* A wooden bench by the Ifugao that marks the status of the owner

c. *Santos Carving:* Paete, Laguna and Betis, Pampanga are known for their carving tradition of Santos or sculpture of saints

d. Okir of Tausug
   - The curvilinear decorations called the okir (termed ukkil in Tausug/Samal/Badjao) are employed in woodcarving.

- Sensuous figures sometimes painted in primary colors follow the basic designs of the mythical sarimanok, the naga or serpent and the pako rabong or fern.
- The ubiquity of okir is evident in its diverse applications, form ornamentation in musical instruments and sheaths to grave markers called sunduk as well as marking of ceremonial boat.

e. *Panolong of Tausug:* can also be found in the panolong or protruding beams of the sultan's house called torogan

f. Manunggul Jar

- discovered at the Manunggul Cave, Lipuun Point, Palawan dated o the late Neolithic period (890-710BC)
- a secondary burial vessel, where buried and exhumed bones placed
- glazed with reddish hematite and incised with curvilinear designs, it has two anthropomorphic or human forms atop the lid a boatman paddling to transport his deceased charge, whose journey through water is interpreted as a metaphor of travel to after life

g. Ayub Cave Maitum

- anthropomorphic burial jars was produced during the Metal Age (5 BC - 225 AD)
- was found in Ayub Cave Maitum, Saranggani province
- the human figure is more pronounced with the lid taking form of a head and the base, its body

h. *Palayok:* used for cooking

i. *Banga/Tapayan:* used for fermenting food or keeping liquids

j. *Pagbuburnay:* thrives in Vigan ans is currently valued in Ilocos as part of its creative industry

Traditional Weaving

- According to Respicio, textile weaving has a long history that the Philippine ethno-linguisitic groups have rich textile weaving tradition
- Textiles are not only functional, they also impart knowledge about people's belief systems: the reverence for spirits and nature, criteria for the beautiful, and their societies' political structures
- weaving the fibers are gathered from plants like cotton, abaca, and pineapple leaves while the pigments are extracted from clay, roots and leaves of plants

a. *Pis-siyapit:* Pis siyabit or Pis Syabit is the prized handwoven cloth of the Tausugs of Sulu. Usually used as head covering, it is made from cotton or silf, square in shape and provided with geometric patterns.

b. *Tepo of Tawi-tawi:* The Sama Tepo of Tawi-Tawi is double-layered and brightly colored. Produced by women, the tepo is made of pandan leaves which are pressed to soften and boiled to dye before woven in vivid hues. It is traditionally used as sleeping mat and for the recitation of prayers.

c. Ornamentation

- Bubo/Fish Traps
- Boxer codex (Islas Pintados)
- Brass Chains of T'boli
- Lotoans (Bethel Nut Boxes)

d. *Gadur:* a container with tapered

e. *Kendi:* a vessel used for pouring liquids

Topic 3
Islam

Islam was already well-entrenched in Southern Philippines even before the coming of Spanish colonizers.
- where it continues to be culturally dominant and strong
- was said to have gained significant grounding in Sulu as early as the 13th century

Sayyid Abubakar
- introduced holy text via the Holy Book of Quran
- building a house of prayer
- building religious school known as: Madrasa
- that facilitated the teaching of Arabic writing in the 16th century
- Natives from Zamboanga and Yakans from Basilan were converted to Islam, with teachers coming from Jolo, Sulu and other practitioners from nearby regions like Brunei

Islamization
- was embraced as a religion and as a way of life by the peoples of Mindanao, among them are: Tausug, Maranao, Maguindanao, Yakan, Samal, Badjao, to name a few; as well as some areas in Palawan
- the driving force that enabled the natives to resist centuries of Spanish colonization in Mindanao

What are the main beliefs of Islam that influence the ways art is made and interpreted?

Filipino Muslims

Tahwid/Unity of God
- the central doctrine to Islamic faith
- A doctrine that emphasizes the impermanence of nature and the incomprehensible greatness of the Divine Being

Abraham Sakili
- "We can then relate this with two aspects of reality: Is the object perceived by the ordinary sense? Is the sense of nothingness a space or void empty of all things; to evolve that God is the above and beyond all things?"

Islamic Art
- observed how the artists are influenced by the notion of Tawhid
- considering the goal of negating materiality
- The interior of the mosque are covered with elaborate patterning in the form of beliefs to draw the attention away from the concrete object,
- in other words, away from human forms and nature; "toward the contemplation of the divine"

Divine Unity: expressed through abstract forms and patterns that compel the believer to engage in mental concentration

Philippine Muslims
- organize space in architecture is also telling of their adherence to the Tawhid and other Islamic beliefs
- parts of the mosque like the mihrab or niche and the Qibla wall are oriented toward the west — may it be in Sultan Kudarat or in Quiapo Manila — in order to fulfill the requirement that all Islamic buildings must be oriented toward Mecca as an expression of oneness with the larger community

a. Mecca
- we find the Great Mosque of Mecca and its bulbous dome, which is a characteristic of Islamic architecture
- The dome tells us about how the order of the universe is imagined
- The central feature of the Mosque, the dome relates to "all levels of cosmic existence,"
- The octagonal base then symbolizes the spirit, while the four-sided main base refers the Earth or the material world

b. Ka'bah
- a black shrine is the most revered Muslim architecture which serves as a reference point of the Qibla, the direction that should be faced when the Muslim prays and believed to be built by the prophet Muhammad himself
- The most reverend Muslim architecture which serve as a reference point for the Qibla

c. Qibla

- The direction that should be faced when a Muslim prays.
- An area for water supply, like a fountain serves the function of ablution, or cleansing before one enters the sacred space of the Mosque.
- Garden within the mosque compound or even outside homes are evacuate of paradise.

d. Lulul

- canopy which may feature motifs from the tree of life
- forms are so repetitive and elaborate that they seem to distract us from the actual natural elements from which they were derived

e. Islamic Form

- inclined to project, grow, or have an upward orientation, in tune with regard for heaven and veer from the "material earth."

f. Sarimanok

g. Panolong

h. Burraq

- A horse with the head of a woman
- An important figure believed to carry the Prophet in his ascension to heaven

Topic 4
Spanish Colonization

a. Christianization: The natives were forcibly resettled in twons structured according to the plaza complex.
b. Spanish Crown
    - This was designed as the town center and consisted of the municipio or local government office and the church.
    - Designed according to the prescriptions of the Sspanish crown
c. Churches
    - Cruciform churches were the shape of the Latin cross were built
    - Hispanic churches design...
    - San Agustin Church in Paoay Ilocos
    - San Nicolas de Tolentino Church in Miagao, Ilo-ilo
        - Surrounded by reliefs or relieves having tropical motifs like palm fronds and papaya trees
        - Use of adobe, limestone, or brick and the construction of thick buttresses or wing-like projections reinforce of church structure to make it more resistant to earthquakes
        - The result is a fusion of both Native and European elements, prompting some art historians to refer to the style as colonial baroque or Philippine or tropical baroque
    - Images of Saints
    - Patronage of the Church: Images were produced
    - The 17th Century
    - Nuestra Senora del Rosario
    - Greek and Roman: can be seen
    - Retablo: integrates architecture and sculpture and is often embelished with rosettes, scrolls...
    - Images: Holy Family, the Virgin Mary, and the Four Evangelists
    - Altars are sometimes decorative with carved figurative protrusions on the surface called relieves, or with the organic designs of hammered silver or the plateria.
    - Carroza: Plateria technique is also applied in the body of the carroza, where the santos are paraded during town processions.

d. Liturgic
    - Marcelo Adonay: The Santo Domingo and San Agustin Convents
    - Pasyon: A musical form based on the Catholic

e. Secular Music
    - Corrido: Musical forms
    - Kundiman: sentimental love songs and lullabies
    - Kundiman
    - Baybayin: Mangyans

f. Local Theaters
    - Literary Fiction
    - Zarzuela: 19th century — a popular form of musical theater imported from Spain; was an opperata
    - Severino Reyes/Hermogenes Ilagan: They were local playwrights.
    - Honorata dela Rama: called “Atang”
    - Senakulo/Passion Play: The scripts of these theatrical
    - Komedya: It is a theatrical tradition

Topic 5
American Colonial Period

What were the changes brought by the American Colonization?

a. Philippines Independence: gained after the revolution
b. Treaty of Paris 1898: Spain surrendered the Philippines to the United States of America
c. American Rule
    - Institution of the government and education systems
    - New colonial government took charge of initiation
d. Sedition Law: Filipino playwrights who had just undergone the Philippine revolution.
e. Drama Simboliko/Symbolic Plays
    - These one act plays came to represent a deep and profound yearning for freedom.
    - Juan Matapang Cruz
    - English was the Lingua franca of this period
    - Poems and stories from books were dramatized in classroom
    - To facilitate the teaching in English language
    - The Americans zealously
f. Modern Filipina: The first Filipino play written in English; authored by Filipino
g. Vaudeville

Topic 5
Japanese Colonization

[No content.]

Topic 6
Social Realism

Social Realism (SR)

- A significant strand that emerged during the intense political ferment of the 70's and the 80's.
- Using various mediums, techniques, and styles
- Social Realism is a form of protest art that exposed the: socio-political issues and struggles of the times.
- It differs from other realistic approaches. It is conscious with its regard for the oppressed and underrepresented masses.
- It would tackle the plight of marginalized, inequality, and forms of repression.
- Lastly, it worked collectively, but also in making aesthetic decisions grounded on a common mass-based, scientific, and nationalistic framework.

Format of Protest Art

- is not just confined to painting on canvas but also extends to other more accessible and popular forms like: posters and illustrations; or street art as in collaborative murals in public spaces.
- Several years after the declaration of the Martial Law, an artist collective(ly) committed to the development of the said art movement was formed.

Quidan Kaisahan (Negros Occidental, Inc.)

- was composed of Antipas Delotavo, Neil Doloricon, Renato Habulan, Edgar Talusan Hernandez, Al Manraque, and Pablo Baen Santos
- Aside for the aesthetic debates, the group constantly discussed their social and political orientation which strengthened the foundation of their art practice.

Salingpusa

- known in the 80's as a group of UP Fine Arts Students was influenced as a collective reached organization by the Kaisahan Group.
- made collaborative murals where the strain of SR could still be felt.
- The founders: Elmer Borlongan, Karen Ocampo Flores, Emmanuel Garibay, Mark Justiani, and Lito Mondejar

Pamilya Pintura

- Bacolod
- An artist group formed with: Nunelucio Alvarado, Charlie Co, and Norberto Roldan.
    - Norberto Roldan is now based in Manila, and heads and runs the long-running Green Papaya Art Projects.
    - Charlie Co runs Orange Gallery in Bacolod.
    - Karen Ocampo curates and teaches and organizes, and is known for spearheading, with other artists, the loose collective Tutok.
        - Young Artist also organized themselves as loose collectives in order to share common interest or create a platform where they can exchange, support each other, and spearhead collaborative programs.
        - Project Space Filipinas based in Lucban, Quezon and founded by artist Leslie de Chavez in 2007.
            - Aside from being an exhibiting artist, she and fellow artists in the collective organize activities that also reach out to young artists and the communities in Lucban in an effort to broaden participation in art projects.
- Most of these artist are now established as individual artists, who continue to pursue projects and perform multiple functions.

Varied Forms of Expression

- This can be observed from the period which spilled over from the previous decades.
- These expressionists' works conveyed emotional qualities or states.

Topic 7
The Contemporary in the Traditional Art

Gawad sa Manlilikha ng Bayan (GAMABA)

- Traditional Arts, like the pre-colonial indigenous arts are also contemporary.
- They are living traditions and are produced up to the present, in modified ways.
- Our National Living Treasures, more formally known as the awardees of the Gawad sa Manlilikha ng Bayan (GAMABA) from the National Commission for Culture and the Arts (NCCA).
- The GAMABA Awardees produce art forms that are woven into everyday life.
- These demonstrate how pre-colonial traditional persist through to the present.

How does the tradition become contemporary, and the contemporary traditional?

Teofilo Garcia

- a 2012 awardee is a former in the town of San Quintin, a municipality in Abra Province, better known for tending a plot of land filled with enlarge upo or gourd.
- After planting the upo in November and harvesting the mature fruit during the summer months of March and May.
- Garcia would transform the harvest into durable hats protecting people, especially farmers exposed for long hours under the heat of the sun.
- Thin strips of rattan or the uway are woven to the line the hat, while another type of intricate weave, usually made of fern or nito, is placed on the tabungaw, was an instrument in fortifying the tradition through six decades worth of persistent practice.
- His artistic rendering of a functional object dedicated to craft, and commitment to the community make him a bearer of culture.
- In recent years, he initiated training for students at San Quintin National High School to pass the knowledge of tabungaw hat making, inspiring the youth to value the tradition and ensure its upkeep.

The Distinction between the Modern and Contemporary Art

- Historical, Cultural, Stylistic.
- Teofilo Garcia, for example. We reiterate that Philippine Traditional Art, though based on long-standing practices, has always been contemporary in a sense that it is art that is being made now, and that persists as part of a continuing performance of tradition.
- Although traditional artists do not consider their work as a contemporary art practices can be discerned.
- The process of making tabungaw hats, for example, involves the interface of local scientific knowledge and art.
- Prior to crafting the hat, the growth of enlarged tabungaw is made possible through techniques that manage the interplay of seed, art and forces of nature within the particular duration.

The National Living Treasures Award — Gawad sa Manlilikha ng Bayan

Teolifo Garcia

- He has been named Manlilikha ng Bayan (”one who creates for the country”) or National Living Treasure.
- Twelve individuals have received this distinction from the time of the establishment of the ward in 1992 through Republic Act No. 7355 until 2012.

The National Commission for Culture and Arts (NCCA)

- bestows the highest awards for culture and the arts, including the National Artist Award.
- The said award and the GAMABA recognize the outstanding work of Artists in the Philippines.

Traditional Art

- is based on the indigenous people’s culture that a distinct feature of the GAMABA is its emphasis on the intangible and communal aspects of art production.
- Finds deep affinities with nature, place, society, ritual and spirituality, and everyday life.

In Traditional Integrative Art

- forms and expressions do not normally end up as objects distanced from everyday living.
- The site dissemination and knowledge transfer is neither in the formal space of a museum nor a theater.
- The process of creation is usually shared among members of the community, and appeals to broader aspects of life.
- Things produced such as textiles, hats, baskets, or utensils are commonplace, usually found and used in peoples’ home.

- Songs and dances are performed as a group as part of ritual and as a way of affirming one's cultural identity or sense of belonging.

Gawad sa Manlilikha ng Bayan Awardees

Name	Year	Ethnicity	Location	Expertise
Lang Dulay	Weaving, 1998	T'boli	Lake Sebu, South Cotabato, Mindanao, Southern Philippines	T'nalak Weaving
Salinta Monon	Weaving, 1998	Tagabawa Bagobo	Bansalan, Davao del Sur, Southeastern Mindanao Island, Southern Philippines	Inabal Weaving
Darhata Sawabi	Weaving, 2004	Tausug	Parang, Sulu, Southern Philippines	Pis Siyapit Weaving
Haja Amina Appi	Weaving, 2004	Sama	Tandubas, Tawi-Tawi, Southern Philippines	Mat Weaving
Magdalena Gamayo	Weaving, 2012	Ilocano	Pinili, Ilocos Norte, Northern Luzon Island, Northern Philippines	Inabal Weaving
Ginaw Bilog	Literature and Performing Arts, 1993	Hanunoo Mangyan	Mansalay O	

Topic 8

National Artists of the Philippines

[No content.]

English for Academic Professional Purposes

Topic 1

Four Types of Speeches

The four basic types of speeches are: to inform, to instruct, to entertain, and to persuade. These are not mutually exclusive of one another. You may have several purposes in mind when giving your presentation. For example, you may try to inform in an entertaining style. Another speaker might inform the audience and try to persuade them to act on the information. However, the principle purpose of a speech will generally fall into one of four basic types:

Informative Speeches

This speech serves to provide interesting and useful information to your audience.

Some examples of informative speeches:

- A teacher telling students about earthquakes
- A student talking about her research
- A travelogue about the Tower of London o A computer programmer speaking about new software

Demonstrative Speeches

This has many similarities with an informative speech. A demonstrative speech also teaches you something. The main difference lies in including a demonstration of how to do the thing you're teaching.

Some examples of demonstrative speeches:

- How to start your own blog
- How to bake a cake
- How to write a speech
- How to... just about anything

Persuasive Speeches

A persuasive speech works to convince people to change in some way: they think, the way they do something, or to start doing something that they are not currently doing.

Some examples of persuasive speeches:

- Become an organ donor
- Improve your health through better eating
- Television violence is negatively influencing our children
- Become a volunteer and change the world

Entertaining Speeches

The after-dinner speech is a typical example of an entertaining speech. The speaker provides pleasure and enjoyment that make the audience laugh or identify with anecdotal information.

Some examples of entertaining speeches:

- Excuses for any occasion
- Explaining cricket to an American
- Things you wouldn't know without the movies

Topic 2
Four Types of Writing

Expository Writing

Expository writing, as its name implies, is writing that exposes facts. It's writing that...

Main Features of Expository Writing

- Informative
- Clarity
- Organization of the text
- Impersonal
- Unbiased

Descriptive Writing

The author describes the scene using all five senses. The goal of descriptive writing is to let the reader imagine a character, event, place, or all of these things at the same time. Writers that adopt a descriptive writing style frequently employ literary devices such as similes and metaphors in their work.

Main Features of Descriptive Writing

- Portrays people, places, or things with vivid details using the 5 senses to help the reader create a mental picture of what is being described

[Incomplete]

Topic 3

Difference of Languages used in Academic Texts from Various Disciplines

Let's remember that an academic text is a reading material that provides information which includes concepts, theories and other information related to the specific. Proficiency in academic context means effective and efficient use of English for communication and interaction with the print. And there are what are called structures of a specific academic text.

A lot of times you have been asked to write about your Christmas break, your dream, or your most unforgettable experience. You have been asked to write a film review or a concept paper.

Example: A review on the movie "Amistad" or a conceptualized solution to a problem in your barangay.

> Perhaps you have written songs, poems, letters, thesis, or even a script. You have had different tasks.

Example: Songs or poems that describe you as a person or the society that you live in; application letter to a company; your position about a particular issue; a script for a play.

> However, have you really thought of the differences among the various written tasks given to you? Would you know the difference between newsletter and advertisement, or a brochure and an announcement? Can you distinguish a diary from a journal?

Example: Bulletin in school hallways and product commercials seen on TV; a flyer about a newly opened restaurant or hotel and a notice or message heard on radio or posted on the wall; a daily record of news and events of a personal nature and a magazine or newspaper published at regular intervals.

> There are questions in your mind that make you think of the writing tasks or writing assignments that you have done. Questions that make you recall which have been the easiest and the most difficult writing tasks or assignments that you have done, and what made them difficult or easy. And you might think the difference between academic text writing or text from other kinds of writing and texts, how they are expressed, how they are written, and the words, language used.

In academic writing, the words and the language used are the things to be concerned about, for academic writing is different from other written texts.

What is academic language?

- Academic language represents the language demands of school (academics).
- Academic language includes language used in textbooks, in classrooms, on tests, and in each discipline.
- It is different in vocabulary and structure from the everyday spoken English of social interactions.
- Each type of communication (both academic and social) has its purpose, and neither is superior to the other.

Academic Vocabulary

- Academic vocabulary is used in all academic disciplines, about the content of the discipline, e.g., a water table is different from a periodic elements table. Before taking chemistry, for example, some know the technical words used in chemistry, while others do not.
- Academic structure also includes the established ways of organizing writing (which can affect how one reads) in a discipline. Different genres, paragraph/sentence structure, level of text difficulty, purpose, intended audience, overall organization, and knowledge of outside resources for the text all affect how one writes and reads in that discipline.

Language Features of Academic Writing

Complexity

- Written academic text can always be simplified.

Spoken

- The boy struggled to ride his bike. The boy is four years old and he is feisty. The bike is new and it is a light color blue. The boy received the bike for his birthday. He struggled for two hours. However, he was unsuccessful in riding the bike.

Written

- The feisty four-year old boy struggled unsuccessfully for two hours to ride his new light blue birthday bike.

Responsibility

- evidence and justification for any claims made must be provided
- writer is responsible for demonstrating an understanding of any source text used (citations)

Formality

- Academic writing is relatively formal.

  In general, this means that should AVOID:
  - colloquial words and expressions: studd, a lot, thing
  - abbreviated forms or shorten words: cmpnd, can't, should't
  - two-word verbs: put off, bring up
  - subheadings, numbering, bulletpoints
  - asking questions

Precision

- information, dates, or figures should be precise
- (say, "50 million" instead of "a lot of people")

Objectivity

- "objective" rather than "subjective" or personal
- few words that refer to the writer or the reader
- emphasis should be on information to be given, and arguments to be made
- nouns and adjectives over verbs and adverbs

Explicitness

- academic writiting is explicit about the relationship in the text
- related parts of the text are clear to the reader; sentence intended to give extra information, is made clear to the reader
- examples are given explicitly
- get to the point

Accuracy

- vocabulary is used accurately
- correct word to be used is chosen accurately (meeting or assembly, money or cash)

Caution (hedging or vague language)

- decision, claim or stand on a particular issue is necessary but with caution
- language used in hedging: seem, tend, appear to be, believe, suggest, will, must, would, may, might, often, sometimes, usually

Topic 4

Text Structure

Text structure refers to the way an author arranges information in his writing. Text structure provides the format and enables writers to organize their thoughts as they write. It also provides the reader a structure in which information can be found and understood while it's being read.

Structure is an important feature of academic writing. A well-structured text enables the reader to follow the argument and navigate the text. In academic writing a clear structure and a logical flow are imperative to a cohesive text.

An important feature of academic texts is that they are organised in a specific way; they have a clear structure. This structure makes it easier for your reader to navigate your text and understand the material better. It also makes it easier for you to organize your material.

The structure of an academic text should be clear throughout the text and within each section, paragraph and even sentence.

Structures of a Specific Academic Text:

1. Examples and illustrations – reinforced by examples, illustrate, support, and explain the key point. Illustration - are additional examples, written in story form
2. Narration - sequence of events that tells the reader what happened
3. Description – physical image or a practical view of the topic
4. Process – sequences that describe how an action is done or how something works, usually chronologically
5. Comparison and contrast – comparison stresses the similarities, contrast the differences
6. Analogy - explains one thing or procedure in terms of another. It shows comparison between things that seem to have little in common
7. Cause and effect – presents the reason why a situation took place
8. Classification and division - In classification, alike things are related by grouping them into classes or groups. In division, a subject is developed through breaking it down into smaller parts.
9. Definition - places a term or idea into a general group then gives details to differentiate it from others in the same group.
10. Enumeration - list or itemize a set of topics or sequences

Topic 5
Summarizing

In this lesson, you will learn techniques in summarizing various academic texts. Summarizing helps improve both your reading and writing skills.

Let's recall that we use text structure to glean information from materials we read. Text structure refers to the ways that authors organize information in text. Knowing text structures help you recognize the underlying structure of content-area texts and focus your attention on key concepts and relationships, anticipate what's to come, and monitor your comprehension.

A **summary** is a short retelling of a longer written passage, containing the author's most important ideas. It may involve unpacking lengthy sentences and decoding challenging vocabulary. Then you must identify main ideas and key points, which means that you must have a good enough understanding of the text to distinguish between essential and nonessential information.

The process of summarizing enables you to grasp the original text better, and the result shows the reader that you understand it as well. In addition to this, the knowledge you gained by summarizing makes it possible for you to analyze and critique the original text.

Common Techniques in Summarizing

3-2-1 Strategy
How does it work? You need to fill out the so-called 3-2-1 chart, filling the information of:
3 – Most important facts you found out
2 – Interesting things you found
1 – Question you still have

Somebody-Wanted-But-So (SWBS)
The Somebody-Wanted-But-So tactic (MacOn, Bewell & Vogt, 1991) is used during or after reading. Commonly used in social studies and in history-based subjects. Students use a chart or a folded piece of paper. The task is to identify who wanted something, what they wanted, what conflict arose, and the resolution.

- Somebody (character/figure)
- Wanted (goal/motivation)
- But (conflict)
- So/So Then (resolution/outcome)

The Gist
Known as "the main or essential part of a matter" the GIST way (Cunningham, 1982) is organized so that you have 20 helping base words on which to lean on when developing summary writing techniques. Convey the gist in 20 words; this tactic is often used in narrative texts.

The Cornell Method
The Cornell method provides a systematic format for condensing and organizing notes. Divide the paper into two columns, the main points on the left side, details and important explanations on the right, organizing text into logical and chronological order.

The 5 W's and 1 H
The 5Ws and How Summary strategy provides students with a format to focus on the key ideas from an article that should be included in a summary, and then incorporate those ideas into a written summary of the text. The strategy applies to all content areas, and once students learn how to use it, it is natural for students to transfer the skill to other classes and contents.

TAAMIO
T – Text Type: In this text, (article, newspaper, passage, etc.)
A – Author: the author (or use the author's name)
A – Action: explains (or describes, argues, tells, teaches, etc.)
M – Main Idea: write the main idea of the text
I – Important or Key Details: add the important or key details that support the main idea
O – Organization: follow the organization of the text when writing your summary (include relevant transition words).

Filipino sa Piling Larang: Akademik

Topic 1
Akademikong Pagsusulat

Sa pagsusulat, hahasain ang iyong ideya sa nais mong ipahayag ng may malinaw, maayos, at lohikal. Ang lahat ng iyan ay natututuhan sa paaralan. Bagamat anong uri ng pagsulat ang maitatawag sa setting ng akademya?
Ito ay maituturing na akademikong pagsulat ngunit may malawak na saklaw na isinasagawa na may iba't ibang kalikasan, anyo at mga dahilan.

Ang isang palasak na pagpapakahulugan sa akademikong pagsulat ay ang pagsulat upang maisakatuparan ang pangangailangan sa loob ng akademya. Samakatuwid, ito ay napagkasunduan na maisagawa ang pagsulat sa akademik na larang.

Paliwanag naman nina Constantino at Zafra (2016), isang akademikong gawain ang magbigay ng ideya at impormasyon sa mga iskolar, mag-aaral, at guro o sa akademikong komunidad. Dagdag pa, ito ay planado, lohikal at dumaan sa pananaliksik. Masisipat ang malaking bahagi nito ay pagsulat. Isa sa mga pangunahing gawain sa akademikong institusyon.

Ayon naman kay Bernales (2009), isang uri ng pagsulat ang akademik. Halos lahat ng pagsusulat sa paaralan ay masasabing akademik mula sa antas primarya hanggang sa doktoradong pag-aaral. Itinuturing din itong intelektwal na pagsulat dahil layuning pataasin ang antas at kalidad ng kaalaman ng mga mag-aaral sa paaralan.

Mabibigyang-kahulugan din ang akademikong pagsulat bilang ano mang akdang tuluyan o prosa na nasa uri ng ekspositori o argumentatibo at ginagawa ng mga mag-aaral, huro o mananaliksik upang magpahayag ng mga impormasyon tungkol sa isang paksa. Sa pangkalahatan, inaasahang ang pagsulat na ito ay tumpak, pormal, impersonal at obhetibo (http://grammar.about.com).

Sa mga mambabasa, ang akademikong sulatin ay may mataas na estado. May higit na inaasahan gaya ng tatlong katangian ng akademikong pagsulat ayon kina Fulwiler at Hayakawa (sa Bernales, 2017), ay ang mga sumusunod:

- **Katotohanan.** Isang mahusay na akademikong papel ay nagpapakita na ang mga manunulat ay nakagagamit ng kaalaman at metodo ng disiplinang makatotohanan.
- **Ebidensya.** Ang mga iskolar sa lahat ng disiplina ay gumagamit ng mga mapagkakatiwalaang ebidensya upang suportahan ang katotohanang inilalahad.
- **Balanse.** Kailangang gumamit ng wikang walang pagkiling, seryoso, at di emosyonal nang maging makatwiran sa mga pananaw.
- **Katangian.** Sa gawaing akademya, marapat lamang ginagamitan ito ng malikhain at mapanuring pag-iisip (Constantino at Zafra, 2016). Higit na epektibo ang isang pagsulat kung ito ang iaaplay para matugunan ang pangangailangan.

Ayon sa UEFAP (Bernales, 2016), nagtala ang mga ito ng mga dapat taglayin ng isang akademikong pagsulat. Narito ang mga sumusunod:

- **Kompleks.** Ang pasulat na wika ay mas kompleks kaysa sa pasalitang wika. Ang pasulat na wika ay may higit na mahahabang salita, mas mayaman sa leksikon, at bokabolaryo. Dagdag pa ang kompleksidad ng gramatika na higit na kapansin-pansin sa anomang pasulat na gawain.
- **Pormal.** Hindi angkop dito ang mga kolokyal at balbal na salita at ekspresyon.
- **Tumpak.** Ang mga datos na inilalahad ay walang labis at kulang.
- **Obhetibo.** Ang pokus ng sulating ito ay madalas na nasa impormasyon at ang mga argumentong nais gawin.
- **Wasto.** Mainga dapat ang manunulat sa paggamit ng mga salitang madalas katisuran o pagkamalian ng mga karaniwang manunulat.
- **Responsible.** Sa akademikong pagsulat, ang manunulat ay responsible sa paglalahad ng mga suportang detalye o ebidensya gayundin sa pagkilala sa mga hanguan ng impormasyon.

Nagtatalakay din ang VSM (Bernales, 2016) ng mga sumusunod pang katangian:

- **Malinaw na Layunin.** Marapat na matugunan ang paksa ng sulatin.
- **Malinaw na Pananaw.** Maituturing na Punto de bista ng manunulat.
- **May Pokus.** Umiiwas sa paggamit ng mga salitang di kailangan.
- **Lohikal ang organisasyon.** May sinusunod na istandard.
- **Matibay na suporta.** May sapat na suporta sa mga datos.
- **Malinaw at Kumpletong Eksplanasyon.** Kumpleto ang pagpapaliwanag sa papel ng manunulat.
- **Epektibong Pananaliksik.** Kailangang gumamit ng mga napapanahon, propesyonal, at akademikong hanguan ng impormasyon.
- **Iskolarling Estilo sa Pagsulat.** Kalinawan at maikli ang pagsulat. Maingat at kritikal ang paggawa. Binibigyang-halaga rin dito ang paggamit ng gramatika.

Layunin

Mula sa VSM (Bernales, 2016), narito ang mga karaniwang layunin ng akademikong pagsulat:

- **Mapanghikayat na Layunin.** Sa akademikong pagsulat na ito, layunin ng manunulat na maniwala sa kanyang posisyon ang mambabasa hinggil sa paksa. Samakatuwid, siya ay nagsasaliksik at nangangalap ng patunay upang pumanig ang mambabasa sa kaniya. Halimbawa nito ay posisyong papel.
- **Mapanuring Layunin.** Isa rin itong analitikal na pagsulat. Layunin nitong magpaliwanag ng isang paksa. Sa mga ganitong pagsulat, madalas na dumaraan sa imbestigasyon, pagsusuri, pag-eeksamen, at pag-alam ng suliranin upang matugunan. Halimbawa nito ay pagsulat ng Panukalang Proyekto.
- **Impormatibong Layunin.** Kaiba sa sinusundang layunin sapagkat hindi itinutulak ang mambabasa sa kanyang sariling pananaw manapa'y nakapokus ang manunulat sa kaniyang paksa upang mas mapaunlad ito.

Maaaring gumamit ng isa, dalawa, o higit pang layunin ang manunulat sa kaniyang akademikong pagsulat upang makamit ang pakay o obhetibo nito sa paglalahad ng impormasyon.

Topic 2
Kalikasan ng Pananaliksik

Mahalaga ang pananaliksik sa buhay ng tao. Saklaw nito ang napakaraming benepisyong dulot sa pag-unlad ng pamumuhay at pagtuklas ng mga bagong kaalaman. Ano nga ba ang pananaliksik? Bakit ito mahalaga sa lahat ng disiplina?

Mula kina Constantino at Zafra (2016), ang pananaliksik ay isang masusing pagsisiyasat at pagsusuri sa ideya, konsepto, bagay, tao, isyu at iba pang ibig bigyang-linaw, patunayan, o pasubalian.

Ang pagpapaliwanag ng dalawang awtor sa kanilang kahulugan, ay ang sumusunod:

- Masusi dahil bawat detalye, datos, pahayad, at katuwiran ay inuusisa, nilinaw at pinag-aaralan bago bumuo ng kongklusyon.
- Pagsisiyasat dahil anomang pamamalagay, ideya, o haka-haka ay hinahanapan ng katibayan para patunayan.
- Pag-aaral dahil ang mga bunga ng pagsisiyasat ay tinitimbang, tinataya, at sinusuri.
- Nagbibigay-linaw sa mga ideyang maaari ng alam nang marami pero mangangailangan ng dagdag na impormasyon o paliwanag.
- Nagpapatunay sa mga nosyon, palagay, haka-haka at paniniwala.
- Nagpapasubali sa mga dati nang pinaniniwalaan pero inaakalang may mali, hindi totoo o hindi dapat paniwalaan.
- May iba't ibang pagpapakahulugan pa ang mga awtor sa pananaliksik. Halos bawat manunulat ay may sariling depinisyon. Gayunpaman, kung susuriin, may mga parehong punto ang bawat dalubhasa.

Pansinin ang salin nina Bernales, et al. (2009) para sa iba pang kahulugan ng pananaliksik mula sa iba't ibang eksperto, ay ang sumusunod:

- Ayon kay Aquino (1974), ang pananaliksik ay sistematikong paghahanap sa mga mahahalagang impormasyon hinggil sa isang tiyak na paksa o suliranin. Kinakailangan ang maingat at sistematikong paghahanap ng mga pertinenteng datos. Pagkatapos nito, ang isa pang esensyal na gawain—ang ulat-pananaliksik.
- Mula naman kay Good, ang pananaliksik ay maingat, kritikal, disiplinadong inquiry, sa pamamagitan ng teknik at paraan, batay sa kalikasan at kalagayan ng natutukoy na suliranin tungo sa klasipikasyon o resolusyon.
- Paliwanag naman nina Manuel at Medel (1976), ito ay isang proseso ng pangangalap ng mga datos o impormasyon upang malutas ang partikular na suliranin gamit ang siyentipikong pamamaraan.
- Tila pareho lang ang punto ni Parel (1966). Ayon sa kanya, ang pananaliksik ay siyentipikong pag-aaral na layuning masagot ang mga tanong ng isang mananaliksik.

Layunin

- Alamin ang motibasyon sa pagsasagawa ng isang pag-aaral nina Constantino at Zafra (2016), ay ang sumusunod:
- Tumuklas ng bagong datos at impormasyon.
- Magbigay ng bagong interpretasyon sa lumang ideya.
- Maglinaw sa isang pinagtatalunang isyu.
- Manghamon sa katotohanan o pagiging makatwiran ng isang tanggap o ipinapalagay na totoo o makatotohanang ideya.
- Magpatunay ng mga ideya, interpretasyon, paniniwala, palagay o pahayag.

Katangian ng Mabuting Pananaliksik

Inilahad nina Bernales, et al. (2009) ang dapat taglayin ng isang pananaliksik, ay ang sumusunod:

1. Ang pananaliksik ay sistematik. May sinusunod itong proseso o mga hakbang sa pagtuklas.
2. Ang pananaliksik ay kontrolado. Lahat ng mga baryabol na sinusuri ay kailangang mapanatiling konstant. Ito ay kailangan lalo na sa ekspiremental na pananaliksik.
3. Ang pananaliksikk ay emperikal. Kailangang maging katanggap-tanggap ang mga datos na nakalap.
4. Ang pananaliksik ay mapanuri. Kailangang suriin nang kritikal upang hindi magkamali sa paglalapat ng interpretasyon.
5. Ang pananaliksik ay obhetibo. Walang puwang dito ang sariling pagkiling.
6. Ang pananaliksik ay gumagamit ng istatistikal na metodo. Dumaraan sa isang tritment ang mga datos na may pagsusuri at pagpapahalaga.
7. Ang pananaliksik ay orihinal na akda.
8. Ang pananaliksik ay matiyaga at hindi minamadali.
9. Ang pananaliksik ay pinag-iisipan.
10. Ang pananaliksik ay kailangan ng tapang.
11. Ang pananaliksik ay maingat sa pagtatala ng mga datos.

Gamit ng Pananaliksik sa Lipunang Pilipino

Ang pananaliksik ay hindi lang pang-eskwela, mahalagang malaman natin ang iba't ibang gamit ng pananaliksik.

- Para sa pang-araw-araw na gawain;
- sa akademikong gawain;
- sa kalakal o business;
- sa mga institusyong gobyerno; at
- gamit ang pananananaliksik sa lipunang pilipino.

Mula kina Constantino at Zafra (2016), ang pananaliksik ay isang masusing pagsisiyasat at pagsusuri sa ideya, konspeto, bagay, tao, isyu at iba pang ibig bigyang-linaw, patunayan, o pasubalian.

Ang pagpapaliwanag ng dalawang awtor sa kanilang kahulugan:

- **Masusdahil** bawat detalye, datos, pahayag, at katuwiran ay inuusisa, nililinaw at pinag-aaralan bago bumuo ng kongklusyon.
- **Pag-aaradahil** ang mga bunga ng pagsisiyasat ay tinitimbang, tinataya, at sinusuri.
- **Pagsisiyasat** dahil anomang pamamalagay, ideya, o haka-haka ay hinahanapan ng katibayan bilang patunay.
- **Nagbibigay-linaw** sa mga ideyang maaari nang alam ng marami pero mangangailangan ng dagdag na impormasyon o paliwanag.
- **Nagpapatunay** sa mga nosyon, palagay, haka-haka at paniniwala.
- **Nagpapasubali** sa mga dati nang pinaniniwalaan pero inaakalang may mali, hindi totoo o hind dapat paniwalaan.

Topic 3
Tungkulin at Responsibilidad ng Mananaliksik

Bigyan natin ngayon ng diin ang esensyal na mga katangian ng mananaliksik mula kay Bernales, et al. (2003), ay ang sumusunod:

Mga Dapat Taglayin ng Mananaliksik
1. Masipag
2. Matiyaga
3. Maingat
4. Sistematiko
5. Kritikal o Mapanuri

Dagdag pang **katangian** mula kina Constantino at Zafra (2016), ay ang sumusunod:
1. Analitikal
2. Matapat

Etika at Responsibilidad

Narito ang mga **etikang taglay** ng isang mananaliksik ayon kin Constantino at Zafra (2016):
1. Kilalanin ang ginamit mong ideya.
2. Huwag kumuha ng datos ng walang permiso.
3. Iwasan mong gumawa ng mga personal na obserbasyon, lalo na kung negatibo.
4. Huwag kang mag-shortcut.

Isyu ng Plagyarismo

Mula kay Atienza (sa Bernales, 2003), ang plagyarismo ay pangongopya ng datos, mga ideya, mga pangungusap, buod at balangkas ng isang akda, programa, himig at iba pa na hindi kinikilala ang pinagmulan o kinopyahan.

Ayon naman kina Constantino at Zafra (2016), itinuturing ang plagyarismo na isang teknikal na salita kaugnay sa pangongopya ng gawa ng iba na walang pagkilala.

Sina Atienza, et al. (sa Bernales, 2003), ay nagtala ng ilang halimbawa ng plagyarismo.
a. Kung ginamit ang orihinal na termino o mga salita na hindi itinala ang pinagkuhaan.
b. Kung hiniram ang ideya o mga pangungusap at binago ang pagpapahayag ngunit hindi kinikilala ang hanguan.
c. Kung nagmula sa iba't ibang sanggunian, pagtapos ay pinagtagpi-tagpi.

> Wika nina Atienza, et al. (sa Bernales), "Walang nagtitiwala sa isang magnanakaw at sinungaling. Kung matuklasan na ninakaw lang ng mananaliksik ang ginawang pag-aaral, sapat na ito para mabura ang lahat ng pinaghirapan. Alalahaning kung madali para sa sinumang estudyante ang mangopya, magiging madali rin para sa kaniya ang gumawa ng korapsyon kung siya ay may trabaho na."

Topic 4
Ang Panghihiram ng mga Salita

Sundin ang mga sumusunod na lapit sa paghahanap ng panumbas sa mga hiram na salita:

Gamitin ang kasalukuyang leksikon Filipino bilang panumbas sa mga salitang banyaga.

Hiram na salita	Attitude	Rule	Ability	Wholesale	West
Filipino	Saloobin	Tuntunin	Kakayahan	Pakyawan	Kanluran

Kumuha ng mga salita mula sa katutubong wika ng bansa.

Hiram na salita	Imagery	Husband
Filipino	Haraya (Tagalog)	Bana (Hiligaynon)

Bigkasin sa orihinal na anyo ang hiram na salita mula sa Espanyol, Ingles at iba pang wikang banyaga at saka baybayin sa Filipino.

Hiram na salita	Centripetal	Commercial	Radical	Chinelas	Cheque
Filipino	Komersyal	Komersyal	Radikal	Tsinelas	Tseke

Gayunpaman, sa pagpili ng mga salita, isaalang-alang ang sumusunod:

1. Kaangkupan ng salita
2. Katiyakan sa kahulugan
3. Prestihiyo ng salita

Gamitin ang mga letrang C, Ñ, Q, X, F, J, V, Z kapag ang salita ay hiniram nang buo ayon sa sumusunod na kondisyon (tao, lugar, gusali):

Pangalan Pantangi	Quirino, Canada, Ceñeza Bldg., Julia, Valenzuela City, Condominium
Salitang teknikal o siyentipiko	Cortex, Filament, X-ray, Vertigo, Enzyme, Marxism, Zoom, Infrared, Quartz, Joules
Salitang may natatangiang kahulugang kultural	Cañao (Ifugao) – pagdiriwang Señora (Espanyol) – ale Hadji (Maranao) – lalaking Muslim na nakapunta na sa Mecca Masjid (Maguindanao) pook dalanginan, moske
Salitang may irregular na ispeling o gumagamit ng dalawang letra o higit pa na hindi binibigkas o ang mga letra ay hindi katumbas ng tunog.	Bouquet, Plateau, Champagne, Laissez faire, Rendezvous, Monsieur
Salitang may internasyonal na anyong kinikilala at ginagamit.	

Gamitin ang mga letrang F, J, V, Z para katawanin ang mga tunog, /f/, /j/, /v/, /z/ kapag binabaybay sa Filipino ang mga salitang hiram.

- Fixer tungo sa fikser
- Vertical tungo sa vertical
- Zipper tungo sa ziper

Gamitin ang mga letrang C, Ñ, Q, X sa mga salitang hiniram nang buo.

- Cornice
- Xenophobia
- Cell
- Cataluña
- Reflex
- Requiem

Hinango ito sa 2001 revisyon ng Alfabeto at Patnubay sa Ispeling ng Wikang Filipino ng Komisyon sa Wikang Filipino sa pamumuno ni Dr. Rosario E. Maminta.

Topic 5
Pagsulat ng Abstrak

Ayon kay Bernales (2007), ang abstrak ay maikling artikulo na nakabatayy sa isang pag-aaral, tesis, rebyu, o katitikan ng pulong. Maaari rin itong maging buod ng anumang malalalimang pagsusuri sa iba't ibang paksa upang madaling maunawaan ang nilalaman at layunin ng sulatin. Kung minsan, tinatawag ding synopsis o presi ng ibang publikasyon ang abstrak.

Dagdag pa, gumagamit ng abstrak ang akademikong papel upang madaling maipaunawa ang isang malalim at kompleks na pananaliksik. Kadalasan ginagamit ito ng iba't ibang organisasyon bilang batayan sa pagpili ng proposal sa presentasyon ng papel, worksyap, o diskyusyon. Palasak din itong gamitin sa mga online database ng mga pananaliksik. Madalas ay kailangan munang bayaran ang awtor bago mabasa nang buo ang pag-aaral.

Uri at Nilalaman ng Abstrak

Mula sa Bernales (2017), layuning "maibenta" ng mahusay na abstrak ang isang pananaliksik at maibigay ang pangunahing dapat malaman ng isang mananaliksik tungkol sa buong pag-aaral.

May tatlong uri ng abstrak, ito ay ang sumusunod:

1. Impormatibo.
2. Pinakakaraniwan na abstrak.
3. Naglalaman na ng halos lahat ng impormasyon.

Taglay ng isang impormatibong abstrak ang sumusunod na nilalaman:

- **Motibasyon.** Sinasagot ang tanong kung bakit pinag-aaralan ang paksa. Kailangan din maipakita ang kabuluhan at kahalagahan ng pananaliksik.
- **Suliranin.** Masagot ang pangunahing suliranin ng pag-aaral.
- **Pagdulog at pamamaraan.** Dito inilalahad kung paano kinalap ang datos. Sa madaling salita, nagpapaliwanag ito hinggil sa metodolohiya.
- **Resulta.** Inilalahad naman dito ang mga natuklasan ng mananaliksik.
- **Kongklusyon.** Tinatalakay dito ang implikasyon ayon sa mga natuklasan sa pananaliksik.
- **Deskriptibo.** Madalas ito ay nasa 100 salita lamang. Naglalaman ito ng suliranin, layunin, metodo, at saklaw ng pananaliksik.
- **Kritikal.** Pinakamahabang uri ng abstrak. Sapagkat kagaya ito ng isang rebyu. Bukod sa naglalaman ito ng impormatibong abstrak, may ebalwasyon din ang kabuluhan, kasapatan at katumpakan ng pananaliksik.

Topic 6
Pagsulat ng Buod

Ayon kay Bernales (2016) ang buod ay tala ng isang indibidwal sa sarili niyang pananalita, ukol sa kaniyang mga narinig o nabasang artikulo, balita, aklat, panayam, isyu, usap-usapan, at iba pa. Samakatuwid, maaaring ilahad ang pagbubuo sa pamamagitang oral o pasulat.

Sa loob ng akademya, madalas itong isagawa gaya ng pagbubuod ng kwento, balitang napakinggan, isyung tinutukan, pelikulang napanood, o liksyong napakinggan.

Dagdag pa ni Bernales (2016), ginagamit din ng mga propesyunal ang pagbubuod. Halimbawa nito ang pag-uulat sa trabaho, liham na pagnenegosyo, pagdodokumentasyon at marami pa. Sa pamamagitan ng buod, naisasalin natin ang isang pangyayari sa episyente at madaling paraan sa pagkamit ng layunin. Kung gayon di lamang sa akademya natatapos ang pagbubuod bilang isang gawain.

Mula naman kina Swales at Feat (kay Bernales, 2016), may mahigpit na pangangailangan sa pagsulat ng buod. Narito ang sumusunod:

Kailangan ang isang buod ay tumatalakay sa kabuuan ng orihinal na teksto.

- Mahalaga na masigurong naipahahayag din ng buod ang kabuuang orihinal na teksto. Bagamat buod ito, kinakailangang ang mga datos o mahalagang nilalaman ay makikita pa rin sa buod. Kinakailangang ang buong mensaheng makukuha sa pagbasa o pakikinig ng isang buong teksto ay ganoon ring mensahe o aral ang makukuha kung mabasa at mapakinggan ang buod nito. Sa madaling salita, kayang ipahayag ng buod nito ang kabuuang mensaheng ipinababatid sa babasa at maging sa tagapakinig.

Kailangan nailahad ang sulatin sa pamamaraang nyutral o walang kinikilingan.

- Sapagkat ang buod ay muling pagpapahayag lamang ng mensahe ng orihinal na teksto, dapat ay obhetibo ang lapit dito. Nangangahulugang ang sulating buod ay hindi dapat maglaman ng pananaw ng sumulat nito. Hindi rin ito humuhulma ng isang argumentasyon o anmang uri ng pag-aanalisa sa mga detalyeng nasa irihinal na teksto. Paglalahad lamang at walang makikitang personal na pagtaya, pananaw o pagsusuri sa nabuong buod.

Kailangan ang sulatin ay pinaiksing bersyon ng orihinal na teksto.

- Samakatuwid, dapat ay sariling pananalita ang gagamitin sa pagsulat ng buod ng isang akda. Bagamat maaaring ang mismong mga salita ng awtor ng orihinal na akda, mas mahusay kung gagamit ng sariling pagpapahayag sa mga detalyeng isasama sa buod. Sapagkat magkakaroon ng laya na mapaiksi ang nilalaman na siya namang layunin sa pagbubuod. Sikaping mas maiksi ang nabuong buod ngunit naglalaman ng kabuuang mensahe ng orihinal na teksto. Tiyakin lamang na ito rin ang kahulugang ipinababatid ng orihinal na teksto.

Katangian ng Mahusay na Buod

- Sa akademikong pagsulat ayon sa Bernales (2017), maaaring gumamit ng iba't ibang lapit upang mailahad nang maayos ang isang akda o sulatin. Sa pagsulat ng buod kailangang tandaan ang mga katangiang dapat taglayin ng isang mahusay na buod.

Nagtataglay ng obhetibong balangkas ng orihinal na teksto.

- Dapat ang buod ay sumasagot sa mga pangunahing katanungan tulad ng sino, ano, saan, kailangan, bakit at paano. Halimbawa, ano ang pangunahing ideya ng teksto? Ano-ano ang mga pantulong na ideya? Ano-ano ang mga pangunahing ideya? Iyan ang ilan sa mga katanungan dapat nasasagot sa isang buod. Sanggunian lagi ang orihinal na teksto maging ang titulo ay dapat mabanggit na buot ito ng akda maaari ring isaad sa talababa o footnote na ang sulatin ang buod lamang.

Hindi nagbibigay ng sariling ideya at kritisismo.

- Ang buod ay hindi dapat dagdagan ng pansariling ideya o ng kritisismo ng nagsususlat. Hindi hinihingi ng buod ang ganitong mga detalye, ang mga ganitong pagdaragdag isinasama sa mga pagsusuri at sintesis.

Hindi nagsasama ng mga halimbawa, detalye o impormasyong wala sa teksto.

- Sa kaso ng buod ang pagsasama ng mga kalimbawa, o ilustrasyon ay hindi kailangan. Sa ganitong uri ng sulatin tanging hinihingi lamang ay paglalahad ng mga mahahalagang impormasyong nabanggit sa isang akda sa maiksi ngunit sa katulad na linaw ng mensahe sa orihinal na akda. Nagpapakita ito na ang pagsulat ng isang buod ay hindi kasing dali ng ating iniisip, dahil kinakailangang maipahayag ang kabuuang mensahe ng isang akdang komprehensibong natalakay sa isang maikling sulatin lamang.

Gumagamit ng mga susing salita.

- Ang mga susing salita ay ang mga pangunahing konsepto na pinagtutuunan ng teksto. Dapat gamitin ang mga susing salita na ginamit sa orihinal na teksto. Kung ang mga susing salita ay muling mababanggit sa isang buod, may kasiguraduhang maipabatid sa nagbabasa o nakikinig nito ang pangunahing tuon sa orihinal na akda.

Gumagamit ng sariling panalita ngunit napananatili ang orihinal na mensahe.

- Sa puntong ito, makatutulong ng malaki ang paggamit ng sariling pananalita upang maipahayag ang katulad na mensahe sa orihinal na teksto sa mas pinaiksing pahayag. Kinakailangang maging malikhain ang isang sumusulat, upang maihayag niya ang katulad na mensahe sa paraang iba ngunit pareho sa orihinal.

Mga Hakbang sa Pagbubuod

Magagamit sa pagsulat ng isang buod ang ilang simpleng hakbangin:

Habang binabasa ang akda, salungguhitan ang mahahalagang punto o detalye.

- Makakatulong ang pagsasalungguhit upang madaling balikan ang mga mahalagang detalye na isasama sa pagsulat ng buod. Isang pamamaraan ng pagmamarka sa mga ideyang magkakaugnay, sa puntong isusulat na ang burador ng buod.

Ilista o igrupo ang pangunahing ideya, ang mga katulog na ideya, at ang pangunahing paliwanag sa bawat ideya.

- Makabubuting ilista o igrupo ang mga pangunahing ideyang nilalaman ng akda. Ito ay nakapagbibigay ng isang balangkas sa maaaring maging laman at pagkaka-ayos ng isusulat na buod. Sa bawat detalyeng nakukuha kasunod nito, isunod na ilista ang mga pantulong na ideya sa ganitong lagay, nakatutulong na itong mapadali ang paglalahad ng pagpapaliwanag sa bawat pangunahing paksa na ilalahad sa isusulat na buod.

Kung kinakailangan, ayusin ang pagkakasunod-sunod ng mga ideya sa lohikal na paraan.

- May iba't ibang pamamaraan ang orihinal na awtor upang kaniyang ilahad ang paksang tinalakay depende sa pakakalahad sa isang akda. Kung ang akdang iyong ibubuod ay, halimabawa, isang kwento at may mga ginamit na flashback na teknik ang awtor nito, maaaring mapadali at mapasimple ang daloy ng kwentongibubuod kung ilalahad ito palinyar o sikwensyal.

Isulat ang buod.

- Kung gustong maiba sa tradisyonal na anyo ng pagsulat ng buod, maaaring simulan ang pagbubuod direkta na sa akdang ibubuod na hindi nagsisimula sa pagpapakilala sa naturang awtor. Maaari rin namang tradisyonal na anyo na ang panimulang pahayag ay pagpapakilala sa awtor, pinagmulan o kung saan hango ang akda, at kung kailan nalimbag. Alim man sa dalawang ito ay maaaring gamitin sa istilo ng panimulang pahayag sa pagsulat ng isang buod.

Topic 7
Pagsulat ng Sintesis

Ang paggawa ng koneksyon mula sa iba;t ibang sandigan ay gawaing maihahalintunad natin sa pagbuo ng isang sintesis.

Sa aklat ni Bernales, et al. (2017), ang sintesis ay pagsasama-sama ng dalawa o higit pang buod. Ito ang paggawa ng ugnayan sa pagitan ng dalawa o higit pang akda. Dagdag pa, ang sintesis ay ang pagsasama-sama ng iba't ibang mga akda upang makabuo ng isang akdang nakapag-uugnay sa nilalaman ng mga ito. Saad din ni Warwick (2011), ito ay sulating maayos at malinaw na nagdurugtong sa mga ideya mula sa maraming sangguniang ginagamit ang sariling pananalita ng sumulat.

Mula kay Bernales, et al. (2017), ang sintesis ay maaaring nasa anyong nagpapaliwanag o argumentatibo.

Nagpapaliwag na sintesis ay isang sulating naglalayong tulungan ang nagbabasa o nakikinig na lalong maunawaan ang bagay-bagay na tinatalakay. Sa paglalahad, gumagamit ng deskripsyon o mga paglalarawan na muling bumubuo sa isang bagay, lugar, o mga pangyayari at kaganapan. Hindi layunin ng sintesis na ito na salungatin ang isang partikular na punto kundi naglalayon mailahad ang mga detalye at katotohanan sa isang paraan obhetibo.

Argumentatibong sintesis ay may layuning maglahad ng pananaw ng sumusulat nito. Sinusuportahan ang mga pananawi ng may-akda ayon sa mga makatotohanang impormasyon na hango sa iba't ibang mga sanggunian na nailahad sa paraang lohikal. Binibigyang diin dito ang katotohanan, halaga, o kaakmaan ng mga isyu at impormasyong may kaugnay sa paksa.

Mga uri at katangian ng sintesis

Sa isang sorses ng Drew University kay Bernales, et al. (2017), naglahad ng tatlong uring sintesis.

- **Background synthesis.** Ito ay nangangailangang pagsama-samahin ang mga sanligang impormasyon ukol s aisang paksa at karaniwan itong inaayos ayon sa tema at hindi ayon sa sanggunian.
- **Thesis-driven synthesis.** Halos katulad ng background synthesis ngunit di lang ito simpleng pagpapakilala at paglalahad ng paksa kundi ang malinaw na ugnayan ng mga punto sa tesis ng sulatin.
- **Synthesis for the literature.** Ginagamit sa pananaliksik. Kahingian sa sulating ito ang pagbabalik-tanaw o pagrerebyu sa mga naisulat nang literatura ukol sa paksa. Kailangan din magkaroon ng sintesis ng mga literaturang kaugnay ng pag-aaral ang isang papel pananaliksik.

Ayon pa sa Bernales, et al. (2017), may mga dapat bigyang-pansin sa pagsulat ng sintesis.

- Nag-uulat ng tamang impormasyon mula sa mga sanggunian at gumagamit ng iba't ibang estruktura ng pagpapahayag.
- Nagpapakita ng organisasyon ng teksto na kung saan madaling makita ang mga impormasyon nagmumula sa iba't ibang sanggunian.
- Napagtitibay nito ang nilalaman at pag-unawa ng may-akda.

Mga Hakbangin sa Pagsulat ng Sintesis

May mga hakbangin na ipinanukala kay Bernales, et al. (2017) ang sumusunod:

- Linawin ang layunin sa pagsulat. Dapat masagot ang tanong na kung bakit ito susulatin at may malinaw na layunin.
- Pumili ng mga naaayong sanggunian batay sa layunin at basahin nang mabuti ang mga ito.
- **Buuin ang tesis ng sulatin.** Ito ang pangunahing ideya ng isusulat. Ihayag ito gamit ang buong pangungusap. Naglalaman ito ukol sa paksa at ng paninindigan ukol dito. Maaaring makita ito sa unahan, gitna, o hulihan ng sulatin.

  Bumuo ng plano para sa organisasyon ng sulatin. Narito ang mungkahing teknik sa pagbuo ng organisasyon ay ang sumusunod:

  a. Ang pagbubuod ang pinakasimple at di-komplikadong paraan ng pagsulat ng sintesis.
  b. Ang pagbibigay halimbawa o paggami ng ilustrasyon ay isang teknik na ginagamit ng pagpapaliwanag sa partikular na bagay.
  c. Isang epektibong pamamaraan ang lapit na pagdadahilan. Sa teknik na ito, inihahayag ang tesis at iniisa-isa ang mga dahilan kung bakit ito ay totoo o mahalaga.
  d. Isang di pangkaraniwang teknik ang strawman. Sa teknik, inilalahad ang isang argumentong kontra-tesis, ngunit sinesegundahan agad ito ng paglalahad sa kahinaan ng nasabing argumento. Sa paraang ito, ang kontra-tesis ay sisirain din at ipapawalang-saysay. Naipapakita dito ang salungat na pananaw ng sumusulat at naipapakita rin dito ang kahadaan sagutin ang naturang kahinaan.

e. Konsesyon, tulad din ng strawman na tinatanggap ang salungat na pananaw. Dito ipinaliliwanag din na mahina ang salungat na pananaw at ang paninindigan ang siyang malakas at katanggap-tanggap.
f. Panghuli, komparison at kontrast, pagtalakay sa pagkakatulad at pagkakaiba ng mga akda o sanggunian.

- **Isulat ang unang burdaor.** Ihanda at sundin ang nakaplanong balangkas.
- **Ilista ang mga sanggunian.** Karaniwang ginagamit na pormat ang Modern Language Association (MLA) at American Psychological Association (APA).
- **Rebisahin ang sintesis.** Basahin muli ang sintesis at tukuyin ang mga kahinaan nito. Hanapin ang mga kamalian sa pagsulat at detalye. Isulat muli ang sintesis para maisama ang mga nakitang punto na dapat baguhin.
- **Isulat ang pinal na sintesis.**

Topic 8
Pagsulat ng Bionote

Mula sa Bernales, et al. (2017), ang bionote ay isang sulating nagbibigay impormasyon ukol sa isang indibidwal upang maipakilala siya sa mga tagapakinig o mambabasa. Binibigyang diin nito ang mga bagay-bagay tulad ng edukasyon, mga parangal o nakamit, mga paniniwala at mga katulad na impormasyon ukol sa ipinakikilalang indibidwal hindi lamang upang ipabatid ito sa mga mambabasa o tagapakinig kundi upang pataasin ang kaniyang kredibilidad. Maituturing na volatile ang sulating it sapagkat maaari itong mabago nang mabilis dahil sa mga naidaragdag na impormasyon sa isang indibidwal.

Ayon mulis sa Bernales, et al. (2017), mahalaga ang kakayahan na magkaroon ng kaalaman sa epektibong pagsulat nito, kabilang sa mapaggagamitan nito ang sumusunod:

- pagsulat ng aplikasyon sa trabaho;
- paglilimbag ng mga artikulo, aklat o blod;
- pagsasalita sa mga pagtitipon; at
- pagpapalawak ng network propesyonal.

Mga dapat tandaan sa pagsulat ng bionote

Ayon sa Bernales, et al. (2017), narito ang dapat alamin sa pagsulat ng bionote mula sa Guidelines in Writing Biographical Notes, ay ang sumusunod:

- **Balangkas sa pagsulat.** Tinutukoy sa pagbuo ng balangkas ang prayoritisasyon ng mga impormasyong isasama sa bionote. Kailangan alamin kung alin sa mga impormasyon ang kailangang bigyan ng higit na elaborasyon. Maging estratehiko sa pagpapalagay sa mga impormasyong ito. Alamin ang kailangang bigyan ng higit na elaborasyon.
- **Haba ng bionote na binubuo.** Binubuo lamang ito ng isa hanggang tatlong talata. Subalit depende sa pangangailangan nagbabago ang isang bionote.

  Mula kay Brogan (2014), may tatlong uri ng bionote: micro-bionote, maikling bionote, at mahabang bionote.
  - Una, ang **micro-bionote**. Ito ay inuumpisahan ng pangalan, sinusundan ng mga ginagawa/nagawa, at tinatapos sa kung paano makokontak ang paksa ng bionote. Karaniwang makikita sa social media bionote o business card bionote.
  - Samantala, ang **maikling bionote** ay binubuo ng tatlo hanggang limang talata tungkol sa taong ipinakilala. Isang kalimbawa nito ang bionote na may-akda sa isang aklat. Makikita din ito sa mga journal o iba pang babasahin.
  - Ang huli, **mahabang bionote**, ginagamit ito sa pagpapakilala ng natatanging panauhin. Mahalagang maghanda, kung gayon, ng iba't ibang haba ng bionote upang may magagamit sa anomang pagkakataon.

- **Kaangkupan ng nilalaman**. Ang bionote ay isinusulat para sa isang tiyak na tagapakinig o mambabasa sa isang tiyak na pagkakataon. Dapa mong malamang hindi lahat ng natamo at mahalagang impormasyon tulad ng propesyonal, trabaho, o edukasyon ay kailangan mong isama sa pagsulat nito.
- **Antas ng pormalidad ng sulatin.** Mahalagang isaalang-alang ang pormalidad/impormalidad ng sulatin sapagkat kahit gaano ito kahusay, kung hindi naikonsidera ang lebel ng sensibilidad ng mga tagapakinig o mambabasa, hindi ito magiging epektibo sa paghahatid ng mga impormasyong ukol sa ipinakikilala.
- **Larawan.** Tiyaking malinaw ang pagkakakuha ng larawan para sa bionote kung kinakailangan. Hanggat maaari ay propesyonal at pormal ang dating ng paksa ng bionote sa larawan. Iminumungkahing maglagay ng larawang kuha ng isang propesyunal na potograpo.

Mga Hakbangin sa Pagsulat ng Bionote

Matatagpuan sa aklat nina Bernales, et al. (2017) ang hakbangin sa pagsulat ng bionote mula kay Brogan (2014) at Hummel (2014). Narito ang panukala ng dalawang eksperto:

1. **Tiyakin ang layunin.** Kapag tiyak ang layunin, matutumbok ang impormasyong nararapat na mabasa o marinig ng mga tao. Mapataas din ang kredibilidad ng taong ipinakikilala.
2. Magdesisyon kung anong haba ng bionote ang isusulat sapagkat kadalasan ay may kahingian ang mga organisasyong humihingi nito.
3. **Gamitin ang ikatlong panauhing perspektib.** Kahit na personal na bionote ang iyong isinusulat, iminumungkahi ang perspektibong ito dahil na nanunutralays niya ang pagbubuhay ng sariling bangko dahil sa paglalahad ng tagumpay na natatamo. Samantalang sa social media, ginagamit ang panauhan dahil sa personal akawnt mo ito at inaasahan na sarili mo mismo ang nagpapakilala.

4. **Simulan sa pangalan.** Magkakaroon na agad ng katauhan ang ipinakikilala at ang pangalan ang pinakamahalagang matandaan bilang propesyunal at malaman ang mga tagumpay nito.
5. **Ilahad ang propesyong kinabibilangan.** Sa pamamagitan nito, maitataas mo ang antas ng pagtitiwala sa iyo ng mga tao.
6. **Isa-isahin ang mahalagang tagumpay**. Piliin mo lamang ang mga impormasyong ibibilang na maaaring makapagpataas ng antas ng pagpapakilala sa iyo at mahalagang naaayon ito sa iyong mga tagapakinig o mambabasa.
7. **Idagdag ang di inaasahang detalye.** Mahalagang may supresa. Tiyakin na may kaugnayan ito sa okasyon o panganganilan ng pagpapakilala sa iyo.
8. Isama ang imprkasyon kung paanong posibleng makontak ng mga tao. Sa ganitong paraan, mapadadali ang iyong ugnayan sa kanila.
9. **Basahn at isulat muli.** Basahin nang malakas ang isinulat na bionote. Sa pagbasa, malalaman mo ang mga dapat pang ayusin, tanggalin o dagdagan. masusuri ang epektibo ng paglalahad at iyong mabibigyan ng personal na puna ang pagsulat. Sa huli, muli itong isulat.

Topic 9
Talumpati

Sa aklat nina Constantino at Zafra (2016), ang talumpati ay isang pormal na pagpapahayag na binibigkas sa harap ng manonood o tagapakinig. Pormal dahil ito ay pinaghandaan, gumagamit ng piling wika, at may tiyak na layunin. Ito ay karaniwang binibigkas na karaniwan ay nagsimula sa pasulat na anyo.

Ayon naman kina Bernales, et al. (2017), ang talumpati ay may layuning magbigay ng impormasyon o manghikayat kaugnay sa partikular na paksa o isyu. Kinapapalooban ang talumpati ng may organisasyon, talas ng pagsusuri at epektibong paggamit ng wika.

Uri ng Talumpati batay sa Nilalaman at Pamamaraan

May iba't ibang uri ng talumpati batay sa nilalaman mula sa aklat nina Bernales, et al. (2017). Narito ang sumusunod:

Impormatibong Talumpati — Ito ay naglalayon na magbigay ng impormasyon tungkol sa anomang bagay, pangyayari, konspeto, lugar, tao, proyekto at iba pa. Sa kabuuan, ito ay naglalahad at nagpapaliwanang upang maunawaan ng mga tagapakinig.

Mapanghikayat na Talumpati — Ito ay nagbibigay ng partikular na tindig o posisyon sa isang isyu ang isang nagtatalumpati batay sa malaliman niyang pagsusuri sa isyu. Dito, mahalagang mahikayat ang mga tagapakinig na pag-isipan ang mga pagpapahalaga sa pamamagitan ng kritikal na pagtatanong ng isang mananalumpati.

May tatlong pagdulog sa mapanghikayat na talumpati:
- Pagkuwestyon sa isang katotohanan
- Pagkuwestyon sa pagpapahalaga
- Pagkuwestyon sa polisiya

Dagdag pa, mailalarawan ang dalawang paraan ng talumpati.

Impromtu o biglaang talumpati — Isinasagawa ang talumpating ito nang walang anomang paunang paghahanda. Sinusukat ang lalim at lawak ng kaalaman ng isang mag-aaral o tagapagsalita kahit walang ng unang pagbabasa hinggil dito. Nahahasa dito ang husay sa organisasyon ng ideya, talas ng pagsusuri, pagbibigay-diin sa mahahalagang aspekto ng isang isyu.

Ekstemporanyo — Maingat na inihanda. Pinagplanuhan. Inensayo nago ito isagawa. Madalas din sinasaulo o memoryado. Kumbersasyonal ang katangian kahit na praktisado.

Mga gabay sa pagsulat ng talumpati

Makikita sa aklat nina Bernales, et al. (2017) na tinipo mula sa forbes.com ang iba't ibang proseso sa pagbuo ng talumpati. Narito ang ilang gabay:
- Piliin lamang ang isang pinakamahalagang ideya. Limitado lang an memorya ng tao sa pakikinig ng talumpati. Hindi lahat ay matatandaan nito. Laging tandaan may maikling panahon lamang ang nakalaan sayo sa pagtatalumpati.
- Magsulat kung paano ka nagsasalita. Mas mabuti kung kumbersasyonal ang tono. Hindi ka babasahin bagkus pakikinggan ka ng iyong mga tagapakinig.
- Gumamit ng mga kongkretong salita at halimbawa.
- Tiyaking tumpak ang mga ebidensya at datos na ginagamit sa talumpati.
- Gawing simple ang pagpapahayag sa buong talumpati.

Iba't ibang Estratihiya at Kumbensyon ng Pagpapahayag na Pagbigkas

- Paggamit ng matalinhagang pahayag o tayutay
- Paggamit ng kuwento
- Pagbibiro
- Paggamit ng mga konkretong halimbawa
- Paggamit ng paralellismo
- Paggamit ng mga salitang pantransisyon sa mga talata
- Pagbibigay ng tatlong halimbawa para maipaliwanag ang isang ideya

Topic 10
Agenda at ang Pulong

Sa pagsasagawa ng pagpupulong, tatlong mahahalagang proseso ang kailangang pagtuunan ng pansin: Preparasyon ng Agenda, Pagpupulong, at Pagsulat ng Katitikan ng Pulong. Dahil ang lahat ng tao ay kabahagi ng isang grupo o organisasyon, sibil, pamahalaan, o korporasyon man, importante, kung gayon, ang kaalaman sa mga prosesong nabanggit.

Ang salitang agenda ay nagmula sa pandiwang Latin na *agere* na nangangahulugang gagawin. Sa pananw na ito, mabibigyang depinisyon agenda bilang isang dokumento na naglalaman ng listahan ng mga pag-uusapan at dapat talakayin sa isang pagpupulong.

Ayon sa pag-aaral na isinagawa ng Verizon Business (nasa The Perfect Meeting Agenda, 2016), ang pinakamadalas na pagkasayang ng oras sa mga korporasyon ay nagaganap dahil sa mga ginagawang pagpupulong. Ito, ayon sa pag-aaral, ay nangyayari sapagkat ang mga pagpupulong na isinasagawa ay madalas di-organisado at walang malinaw na layunin. NAg katotohanang ito ay maaaring maiugnay sa kawalan preparadong agenda na siyang nagiging balangkas sa pagsasagawa ng pulong.

Makatotohanan, kung gayon, ang pahayag ng Certified General Accountants of Ontario (nasa How to Conduct a Meeting, 2012) na dapat matanggap ng mga kalahok ng pulong ang agenda bago ang naturang pagkikita, dahil nakatutulong iyon upang maiwasan ang pagkalito at pagkasayang ng oras. Marapat din, ayon sa CGA, na kalakip ng matatanggap na agenda ng mga kalahok ay ang mga dokumento ng ulat na ihaharap sa pagpupulong.

Mga Konsiderasyon sa Pagdisenyo ng Agenda

Sa artikulong How to Design an Agenda for an Effective Meeting, nagpanukala si Swartz (2015) ng mga konsiderasyon dapat tandaan sa pagdidisenyo ng isang agenda. Ayon sa artikulong ito, kailangang isaalang-alang ang mga sumusunod:

Saloobin ng mga kasamahan — Para maging proaktibo ang mga kalahok sa pagpupulong, mahalagang malama ang kanilang saloobin at kung ano ang mga nais din nilang matalakay sa pagpupulong. Dito, maikokonsidera ang kanilang mga hinaing at pangangailangan na maaaring mabigyang-pansin ng namumuno sa grupo o organisasyon. Bagamat hindi palaging ginagawa ito, mahalaga rin mabigyan ng pagkakataong makapag-ambag ang bawat miyembro sa mga paksa sa pagpupulong.

Paksang mahalaga sa buong grupo — Sa mga isasamang paksa sa agenda, makababuti kung ang mga ito ay mga paksang mahalaga sa buong grupo o organisasyon. Ang mga paksang nakalista sa agenda at dapat direktang may kinalaman ang mga inaasahang kalahok sa pagpupulong. Masisiguro lamang ang aktibong pakikibahagi ng mga kalahok kung sila ay bahagi mismo ng pinag-usapang paksa.

Estrukturang patanong ng mga paksa — Hindi karaniwan na ang mga paksa sa agenda ay nasa anyong tanong. Datapwa't walang masama kung ito ay nasa anyong pahayag. Ang isang tanong ay mas nakakapanghamon ng isipan. Dahil ang paksa ay nasa anyong tanong, nangangahulugan din na nangangailangan ito ng kasagutan. Nag-iimbita ang isang tanong ng aktibong partisipasyon ng mga kalahok.

Layunin ng bawat paksa — Upang maging maayos ang daloy ng pagpupulong, mahalagang matiyak ang layunin ng paksa. Dapat maging malinaw sa mga kalahok ang layunin ng bawat isa. dapat maging malinaw kung layunin nito ang pagbabahagi ng impormasyon, pagkuha ng panukala para sa gagawing desisyon, o pagdedesisyon.

Oras na ilalaan sa bawat paksa — Mahalagang pagtuunan ito ng pansin dahil kadalasang may itinatalagang oras sa pagsasagawa ng pulong. Kung 30 minuto lamang ang nakalaan sa buong pagpupulong. dapat masagot kung gaano katagal ang pagtalakay sa bawat paksa. Tandaan na sa pagtalakay ng mga paksa, kasama rito ang paglalahad sa paksa, pagsagot sa mga katanungan, pagresolba sa magkakaibang pananaw ng mga kalahok, pagbuo ng resolusyon, at pagsang-ayon sa mga desisyon. Kung gayon, mahalagang maplano nang mabuti ang ilalaang oras sa bawat paksa. Minsan nakadepende rin ang haba sa halaga ng paksa.

Mga Hakbang sa Pagbuo ng Agenda

Alamin ang layunin ng pagpupulong — Magagawa lamang ang isang akmang agenda kung malinaw sa gumagawa nito ang layunin ng pulong na gagawin. Kung ikaw ang naatasang gumawa ng agenda, linawing mabuti ang layunin ng pagsasagawa ng pagpupulong.

Sulatin ang agenda tatlo o higit pang araw bago ang pagpupulong — Para mabigyan ng sapat na panahon para maibahagi ang agenda, dapat tapos at aprobado na ito ng nagpapatawag ng pulong tatlong araw bago ang pagpupulong. Mabibigyan din ng maagang distribusyon ng agenda ang mga kalahok upang mapaghandaan ang mga paksang nakatala dito.

Simulan sa mga simpleng detalye — Bago itala ang mga paksa, mahalagang ilahad ang mga impormassyon tulad ng petsa at oras ng pulong, lugar ng pulong, at mga inaasahang kalahok.

Magtalaga lamang ng hindi hihigit sa limang paksa para sa agenda — Itala ang di hihigat sa limang paksa upang pag-usapan sa pulong. Ang masyadong maraming tatalakayin ay maaaring makapagdulot lamang ng pagkabagot o information overload. Maaaring magpatawag na lang ng panibagong pagpupulong kung kinakailangan. Bagamat kung hinihingi ng mahigpit na pagkakataon, maaaring lumagpas sa lima ang paksa.

I**lagay ang nakakalaang oras sa bawat paksa —** Ayon sa nakaplano, ilagay ang nakalaang oras sa bawat paksa. Magagabayan nito ang mga kalahok sa ilalaang panahon upang pag-usapan ang bawat isyu.

Isama ang ibang kakailanganing impormasyon para sa pagpupulong — Kung may ispesipikong detalye, kailangan maisama ito sa ageda. Halimbawa kung sino ang magtatalakay sa una at ikalawang paksa, o kung kailangan rebyuhin at dalhin ang kalakip na dokumento, at iba pa.

Ang Pulong

Mula sa isang maayos na agenda, maisasagawa naman ang isang maayos na pulong o meeting. Ang pagpupulong ay pagtitipon ng dalawa o higit pang indibidwal upang pag-usapan ang isang komon na layunin para sa pangkalahatang kapakanan ng organisasyon o grupong kinabibilangan nila. Ipinatatawag ang ganitong pagtitipon kung may sapat na dami ng paksa o isyung dapat pag-usapan (Certified General Accountants, 2012).

Para masabing balido ang isang pulong, dapat matupad nag mga sumusunod na kondisyon

1. Ang nagpatawag ng pulong ay may awtoridad para gawin ito.
2. Ang pabatid na magkakaroon ng pulong ay nakuha ng mga inaasahang kalahok.
3. Ang quorum ay nakadalo.
4. Ang alituntunin o regulasyon ng organisasyon ay nasunod.

Hakbang sa pagsasagawa ng pulong

Narito ang mga hakbang sapagsasagawa ng isang pulong ayon kay Walsh (1995) batay sa kaniyang aklat na The Meeting Manual:

1. **Pagbubukas ng Pulong** (Opening the Meeting) — Opisyal na idedeklara ng chairperson ang pagsisimula ng pagpupulong.
2. **Paumanhin** (Apologies) — Bago pa man ang pagsisimula ng pulong, kinukuha ng kalihim ang listahan ng mga nakadalo o hindi. Inihahayag ng chairperson ang pangalan ng mga opisyal na pinadalhan ng pabatid ngunit hindi nakadalo sa pulong.
3. **Adapsyon sa Katitikan ng Nakaraang Pagpupulong** (Adaption of the Previous Minutes) — Dito binabasa ng kalihim ang katitikan ng nakaraang pulong o binibigyan ang mga dumalo ng kopya ng naturang katitikan.
4. **Paglilinaw mula sa Katitikan ng Nakaraang Pulong** (Business Arising from Previous Minutes) — Kung may mga paksang nais pang pag-usapan na hango sa katitikan ng nakaraang pagpupulong. Isinasama ito sa agenda. Nagkakaroon ng deliberasyon ukol dito.
5. **Pagtalakay sa Liham** (Correspondence) — Kung mayroong ipinadalang mga liham para sa pagpupulong tulad ng liham sa koreo, e-mail, o fax mail at kailangan talakayin at pagdebatehan sa pulong, ito'y dapat isagawa. Maaari itong talakayin ng pabuod para maipabatid ito sa mga kasapi ng organisasyon o grupo.
6. **Pagtalakay sa mga Ulat** (Reports) — Sa bahaging ito tinatalakay ang mga ulat, kung mayroon, na inihanda para sa pagpupulong. Nagkakaroon ng mosyon na natanggap ang ulat para maipakita na mayroong nagawang ulat para sa pulong na isasagawa. Sa bahaging ito, tinatalakay at pinagdedebatehan ang nilalaman, interpretasyon, at rekomendasyon ng ulat.
7. **Pagtalakay sa Agenda** (General Business) — Ang mga nakalistang pangunahing paksa o agenda ay tinatalakay sa bahaging ito. Ito ang pinakasentro ng isinasagawang pulong. Base sa layunin ng bawat paksa-pagbabahagi ng mga impormasyon, pagkuha ng panukala para sa pagdedesisyon, o paggawa ng desisyon, pag-uusapan ng mga kalahok ang mga nakatalang paksa sa agenda.
8. **Pagtalakay sa Paksang Di-nakasulat sa Agenda** (Other Business) — Kapag natapos na ang pagtalakay sa agenda, itinatanong ng chairperson kung may mga isyung nais pang pag-usapan ang mga kalahok. Maaaring ilabas ng mga kalahok ang mga isyuna sa pakiramdam nila'y mahalagang pag-usapan. Kabilang dito ang anomang paksa na hini nakalista sa agenda.
9. **Pagtatapos ng Pulong** (Closing the Meeting o Adjournment) — Dito na isinasara ng chairperson ang pagpupulong. Isinasagawa ito kung lahat ng nais pag-usapan ay naiharap na at natalakay. Sa pagdeklara ng chairperson ng pagtatapos, opisyal na magwawakas ang pulong.

Topic 11
Katitikan ng Pulong

Ang Katitikan ng Pulong ay isang akademikong sulatin na naglalaman ng mga tala, rekord o pagdodokumento ng mga mahahalagang puntong nailahad sa isang pagpupulong. Sa wikang Ingles, tinatawag itong minutes of meeting.

Ang katitikan ay ang opisyal na record ng pulong ng isang organisasyon, korporasyon, o asosasyon. Ito ay tala ng mga napagdesisyonan at mga pahayag sa isang pulong. Bagama't hindi ito verbatim na pagtatalo sa mga nangyayari o nasabi sa pulong, ang mga itinatalang aytem ay may sapat na deskripsyon upang madaling matukoy ang pinagmulan nito at mga naging konsiderasyon kaakibat ng tala (Sylvester, 2015 & CGA, 2012).

Katangian ng Katitikan ng Pulong

1. Ibinabatay din ito sa adyenda na unang inihanda ng Tagapangulo ng lupon.
2. Pwede rin itong gawin ng sekretarya, typist, kalihim, o reporter sa korte.
3. Maaaring maikli at tuwiran o detalyado.

Kahalagahan ng Katitikan ng Pulong

1. Ginagamit ang katitikan ng pulong upang ipaalam sa mga sangkot sa pulong, nakadalo o di nakadalo ang mga nangyari dito.
    a. kailan at saan ito nangyari
    b. sino-sino angmga dumalo
    c. sino-sino ang mga lumiban at kung ano ang kanilang mga dahilan
    d. ano ang pinag-usapan
    e. ano ang mga desisyon
2. Nagsisibling Permanenteng Record. Maaaring maging mahalagang dokumento ng pangkasaysayan sa paglipas ng panahon.

    Mga Inererekord sa Katitikan ng Pulong
    - Napagpasiyahang aksiyon
    - Rekomendasyon
    - Mahalagang isyung lumutang sa pulong
    - Pagbabago sa polisiya
    - Pagbibigay ng mga magandang balita

3. Sa pamamagitan ng katitikan, maaaring magkaroon ng nahahawakang kopya ng mga nangyaring komunikasyon. Nagsisilbing gabay upang matandaan lahat ng detalye ng pinag-uusapan sa pulong.
4. Pagiging hanguan nito ng mga impormasyon para sa mga susunod na pulong.
5. Magagamit bilang ebidensya sakaling magkaroon ng pagtatalo sa dalawa o higit pang indibidwal o grupo.
6. Ginagamit din upang ipaalala sa mga indibidwal ang kanilang mga papel o responsibilidad sa isang partikular na proyekto o gawain.

Nakatala sa Katitikan

- paksa
- petsa
- oras
- pook na pagdarausan ng pulong
- mga taong dumalo at di dumalo
- oras ng pagsisimula
- mga mahahalagang datos o desisyon
- oras ng pagtatapos

Gabay sa Pagsulat ng Katitikan ng Pulong

Kailangang pairalin ang talas ng pagdinig, bilis ng pagsulat, at linaw ng pag-iisip.

Bago ang Pulong

1. Ihanda an sarili bilang tagatala
2. Lumikha ng isang template upang mapadali ang pagsulat
3. Basahin na ang inihandang agenda upang mapadali na lamang sundan ang magiging daloy ng mismong pulong
4. Maaaring gumamit ng lapis o bolpen at papel, laptop o tape recorder

Habang Nagpupulong

1. Magpokus sa pang-unawa sa pinag-uusapan at sa pagtala ng mga desisyon o rekomendasyon.
2. Itala ang mga aksiyon habang nangyayari ang mga ito, hindi pagkatapos.

Pagkatapos ng Pulong

1. Repasuhin ang isinulat.
2. Kung may mga bagay na di maintindihan, lapitan at tanungin aga pagkatapos ng pulong ang namamahala rito o ang iba pang mga dumalo.
3. Kapag tapos ng isulat, ipabasa ito sa namuno sa pulong para sa mga hindi wastong impormasyon.
4. Mas mainam na may numero ang bawat linya at pahina ng katitikan upang madali itong matukoy sa pagrerepaso o pagsusuri sa susunod na pulong.

Mahahalagang Bahagi ng Katitikan ng Pulong

- **Heading —** Pangalan ng kompanya, samahan, organisasyon, o kagawaran. Makikita rin dito ang petsa, lokasyon at maging oras ng pagsisimula ng pulong.
- **Mga Kalahok o Dumalo —** Nakalagay ang kabuuang bilang ng mga dumalo, pangalan ng lahat ng dumalo aging ang mga liban. Maaari rin na isulat ang posisyon o katungkulan ng mga kalahok sa pagpupulong.
- **Action Items o Usaping Napagkasunduan —** Mahalagang tala hinggil sa paksang tinalakay, maging ang mga hindi natapos o nagawang proyekto ng nagdaang pulong.
- **Pagtatapos —** Inilalagay sa bahaging ito kung anong oras nagwakas ang pulong.
- **Iskedyul ng Susunod na Pulong —** Itinatala sa bahaging ito kung kailan at saan gaganapon ang susunod na pulong.
- **Lagda —** Mahalagang ilagay sa bahaging ito ang pangalan ng taong kumuha ng katitikan ng pulong at kung kailan ito isinumite.

Mga Dapat Gawin ng Taong Naatasang Kumuha ng Katitikan ng Pulong

1. Hangga't maaari ay hindi participant sa nasabing pulong
2. Umupo malapit sa tagapanguna o presider ng pulong.
3. May sipi ng mga pangalan ng mga taong dadalo sa pulong.
4. Handa sa mga sipi ng adyenda at katitikan ng nakaraang pulong.
5. Nakapokus o nakatuon lamang sa nakatalang adyenda.
6. Nagtataglay ng tumpak at kumpletong Heading.
7. Gumamit ng recorder kung kinakailangan.
8. Itala ang mga mosyon o pormal na suhestyon nang maayos.
9. Itala ang lahat ng paksa o isyung napagdesisyunan ng koponan.
10. Isulat o isaayos agad ang mga datos pagkatapos ng pulong.

Inquiries, Investigations and Immersion

Topic 1
Research

What is a Research?
- Research is defined as the scientific investigation of phenomena which includes collection, presentation, analysis and interpretation of facts that lines an individual's speculation with reality.
- It provides solutions to problems.
- Must be based on knowledge not on mere beliefs, guesses or theories.
- It is a systematic and well-planned procedure is required to meet the need in order that information is acquired and evaluate its accuracy and effectiveness.
- It is a process of inquiry.

What is the Nature of Inquiry? (Lichman, G., 2013)
- Inquiry is defined as *a seeking for truth, information or knowledge*. It is a problem-solving technique.
- The information and data pursued through questioning begins with gathering by applying the different human senses.
- Individuals carry on the process of inquiry from birth till death.
- Inquiry is synonymous with the word investigation.

What is Investigation and Immersion?
- Investigation has a deeper meaning compared to inquiry.
- It is a systematic examination of a certain event or phenomenon.
- Combining the idea of inquiry, investigation, and immersion, the concept of research comes in.
- Research is systematic, objective, and creation of knowledge:
    - systematic (with a system or method, the scientific method)
    - objective (no bias, all angles presented)
    - knowledge creation (a creative process)

What are the Purposes of Research?
- To inform action
- To prove or generate a theory
- To augment knowledge in a field or study

What are Importance of Research in Daily Life?
- Research directs us to inquire about the right information by conducting further investigation of the actual condition. It leads us to be cautious in giving results and findings by proving lies and supporting the truth.
- Research empowers us with knowledge and discovers new things and issues in life. It helps us solve problems in health, crimes, business, technology and environment.
- Research facilitates learning as an opportunity to share valuable information to others as a way of recognizing various concerns for public awareness.

Understanding Research Project

Grouping	Individual / Pair / Grouped
Scope of the Topic	Strand-Related Topic / School-Based / Social Issues / Inventions / Innovation
Research Type	Qualitative / Quantitative / Mixed Method
Data Sources	Internet / Printed / Interviews / Surveys / Experiments
Documentation	

A. Format	IMRAD / 5-Chapter Research
B. Style Guide	APA Style (includes font size, font style, margin, etc.)
C. Paper Type	Letter / Legal / A4
D. Bonding	Soft Bound / Hard Bound / Ring Bound

Finding your Focus
The following are questions you need to answer in deciding for a research topic:

1. What are my interests? Why?
2. Is my topic too broad or too narrow?
3. What will be the benefits of my study?
4. What do I know about the topic? What should I know about the topic?
5. What do previous studies say about my topic?
6. What are some gaps of knowledge I found based on the previous studies about my topic?
    a. Topic (What is not being looked at?)
    b. Methods (What is not being done?)
    c. Populations (Who is not being studied?)
    d. Comparisons (What is not being compared?)
7. Is it SMART? (Specific, Measurable, Attainable, Realistic, Time Bound)

Topic 2
Social Research

What is Social Research? (Neuman, 2007, 2)

- A process in which a researcher combines a set of principles, outlooks, and ideas with a collection of specific practices, techniques and strategies to produce knowledge.
- The researcher conducts a systematic study of theories and facts to answer different questions about the social realirt of life.

Two Main Uses of Social Research

- To develop and produce new knowledge about the social world.
- To address a specific issue and concern to provide an answer or solution to a problem affecting a person, group, community, and the society in general.

Use of Research

Basic Research

- focuses on the advancement and production of new knowledge
- is usually used by academicians and scientist, the primary consumers

Characteristics of Basic Research (Neuman, 2007)

- to refute or support theories that explains how the social world works, what causes things to occur, why society changes and why social relations operate
- It lacks practical application.
- It provides explanations and is a source of methods, theories, frameworks, and concepts to understand the causes of how people act or think.

Applied Research

- focuses on addressing a specific concern or offers a solution to a social problem
- It is a small-scale study that introduces practical results that can be used in a short term.
- It usually done by practitioners in the business sector, government, health care, social services organization, political organization, and educational institution.

Characteristics of Applied Research (Neuman, 2007)

- Research conducted is part of the job.
- Research problems are very specific according to the demands of the superiors.
- Rigors and standards of scholarship depend on the use of the research results.

Examples of Applied Research

Evaluation Research Study

- is done to assess the effectiveness of a program, policy, or campaign
- It is commonly conducted by organizations such as businesses, schools, and governmental organization to analyze the effectiveness of a program.
- Decision-makers and researchers define the scope and objective of the study.
- Most of the evaluation research studies do not undergo a peer review process.
- The data gathered during the research are seldom communicated to the public, and the focus of study is narrowed down because the inputs and outputs used are also limited or selective (Neuman, 2007).

Action Research Study

- is a type of applied research that *treats knowledge as power and abolishes the division between creating knowledge and using knowledge to engage in political action* (Neuman, 2007).

Five Characteristics of Action Research Study

1. The people being studied are actively participating in the research process.
2. The study includes ordinary or popular knowledge.
3. The study wants to raise consciousness of people about issues.
4. The research is connected to a plan or program of action.
5.

Social Impact Assessment Research Study

- is a study that gives possible effects or outcomes of a planned intervention (e.g., projects) or probable changes that might happen in the future.
- This form of applied study can be an environmental assessment report of a program or project.
- The possible changes that a project or an intervention in the social environment are predicted.
- It also provides solutions as to how those changes that might affect people can be prevented.

Purpose of Research

Exploratory Research

- is conducted when the researcher look into new area to identify a specific question that can be addressed in future research
- It is usually the first stage in a series of studies conducted by a researcher.

According to Earl Babbie (2013), Exploratory Research has the following purposes:

1. To satisfy the researchers curiosity and desire for better understanding
2. To examine the viability of undertaking a more extensive study.
3. To develop the methods to be used in future studies.

Through exploratory research, researchers becomes familiar with the facts, setting and concerns. They create a general picture of the conditions. They also produce new ideas and hypotheses.

Descriptive Research

- It aims to describe situations or events.
- They answer the questions what, where, when, and how.
- The researcher observes and then provides descriptions of what they have observed.
- The function of such research is to present a social setting or a picture of a specific questions.

Anthropological studies like ethnography are descriptive in nature — anthropologists observe in the field and documents their observations as part of their research.

Explanatory Research

- It aims to provide explanations about a certain phenomena.
- It seeks to answer the question whu.
- It identifies the sources of social behavior, beliefs, conditions, and events.
- It documents the causes, theories, and reasons for the existence of an event or situation.

According to Neuman (2007), explanatory research has the following goals:

1. To test the predictions or principles or a theory
2. To elaborate and expand the explanation of a theory
3. To develop a theory to new issues or topics
4. To support or contradict an explanation
5. To connect issues or topics with a general principle or theory
6. To determine which of the explanations is considered the best answer

Topic 3
Reading on Related Studies

A review of related literature is a written summary of published research studies and relevant works about a particular subject matter that is related to the researcher's main topic. The researcher examines carefully the central issues and problems discussed in the previous studies as well as the findings and the appropriate method used in that particular research study.

Neuman (2009, pp. 69-70) enumerates reasons that explain the relevance of a literature review.

1. Literature review helps the researcher to understand deeply and link the different studies conducted by the previous researcher to the current studies undertaken by the present researcher.

   Through it, the researcher will identify the topics that have already been studied by previous researchers; identify the research methodology and theory used in previous studies; and identify the gaps in the existing studies about the topic. Through the review, the researcher can look into the recommendations made by other authors. Previous studies can be replicated to test the validity of the results and to confirm or add to the conclusions made or contradict it. At the end of the review, the researcher gets a clear idea on what aspect of the chosen topic to focus on.

1. A literature review delimits the researcher's topic It can rovide additional information on how the topic will be developed.
2. It provides the researcher with sources of information useful in learning more about the chosen topic.
3. A literature review can stimulate the creativity and curiosity of the researhcer because it can provide new insights and ideas.
4. A review of existing literature presents various elements of a good research such as methodology and theories utilized in the study. Also, it exposes the concrete experiences as well as the writing style of the previous ressearcher which can be meaning ful to novice researchers.

Characteristics of a Good Literature

Neuman (2009, p. 70) identifies five major characteristics of a literature review.

2. It explains the body of knowledge including the major issues about the topic.
3. A good literature review can increase the researcher's confidence with regard to the competence, ability, and academic preparation of the researcher.
4. A good literature review must be able to sketch the direction of the research project properly.
5. A good literature review must be able to produce a good integration and synthesis of the different areas where different studies agree and disagree and where knowledge gaps occur. It should be able to explain the future direction of the research as well.
6. A good literature review identifies unstudied areas and proposes hypotheses that other researchers can study can as well.

Finding Sources of Information for Literature Review

Sources	**Examples**
Periodicals	Newspapers, populer social science magazine, professional publications, Internet news summaries, opinion magazines, editorials, and mass market publications.
Scholarly Journals	Peer reviewed or abstracted referred journals containing research results of social scientists and other researchers, article or book reviews that contain literature review, essays tha provide journal article or book commentary and evaluations. Sholarly journals that can be accessed online, e-journals or internet only scholarly journals that ublish online peer-reviewed researches.
Books	Books that contain original research results or a complation of research articles.
Thesis and Disseration	These are written works by grauate an post-graduate students. Some are published into books but some are unpublished and can be accessed in the university libraries.
Policy Reports and Conference Papers	These are published by government and private research institutes and policy centers. Professional organizatons hold annual conferences, and scholarly papers are presented in them.

Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino

Topic 1

Mga Konseptong Pangwika: Bilang Wika, Wikang Pambansa, Panturo at Opisyal

Ang wika ay isang mayaman at malawak na larangan. Malawak ang wikasa dahilang marami kang matutuklasan at matututunan sa unti-unti mong paghahanap ng kasagutan sa mga katanungan hinggil sa wika. Magkaugnay ang teorya at gamit ng wika, komunikasyon, sining, kultura at ipunan.

- Ang wika ay Impukan-kuhanan ng kabihasnan.
- Ang wika ay Tagahubog ng identidad ng lahi at bansa.

"Ang wika ay masistemang balangkas na sinasalitang tunog na pinili at isinasaayos sa paraang arbitraryo, na ginagamit sa komunikasyon ng tao na nabibilang sa iisang kultura."

Ang wika ay daluyan ng anumang uri ng komunikasyon na nauukoll sa lipunan ng mga tao. Mula sa patuloy na karanasang panlipunan nalilikha ang wika (Austerio, et al. 2002).

Wika

Ang salitang latin na lingua ay nangangahulugang dila at wika o lengguwahe. Lengguwahe sa Ingles; Langue naman sa Pranses.

Iba't Ibang Pagpapakahulugan ng Wika ng mga Kilalang Dalubhasa sa Wika

- **Henry Allan Gleason Jr.** — Ang wika ay masistemang balangkas na sinasalitang tunog na pinili at isinaayos sa paraang arbitaryo na ginagamit sa komunikasyon ng tao na nabibilang sa iisang kultura.
- **Campbridge Dictionary** — Ito ay sistema ng komunikasyong nagtataglay ng mga tunog ng mga salita at gramatikang ginagamit sa pakikipagtalastasan ng mga mamamayan sa isang bayan o iba't ibang uri ng gawain.
- **Charles Darwin** — Siya ay naniwalang ang wika ay isang sining tulad ng paggawa ng serbesa, pagbabake ng cake, o ng pagsulat.
- **Bienvenido Lumbera** (2007) — "Parang hininga ang wika, sa bawat sandali ng buhay natin ay nariyan ito. Palatandaan ito na buhay tayo, at may kakayahang umugnay sa kapwa nating gumagamit din nito. Sa bawat pangangailangan natin ay gumagamit ang tao ng wika upang kamtin ang kailangan natin."
- **Paz, Hernandez at Penerya** — Ang wika ay ginagamit para paipahayag at mangyari ang anumang minimithi o pangangailangan natin. Ito ay behikulo ng ating ekspresyon at komunikasyon.

Kahalagahan ng Wika

Mahalaga ang wika sapagkat:

1. Ito ang midyum sa pakikipagtalastasan o komunikasyon;
2. Ginagamit ito upang malinaw at epektibong mapihayag ang damdamin at kaisipan ng tao;
3. Sumasalamin ito sa kultura at panahong kaniyang kinabibilangan;
4. Isa itong mabuting kasangkapan sa pagpapalaganap ng kaalaman.

Iba't ibang katangian ng wika

1. Ang wika ay likas at katutubo, kasabay ito ng tao sa pagsilang sa mundo.
2. May kayarian at nakabubuo ng maraming salitang may mga kahulugan ang isang wika.
3. May pagbabago ang wika, 'di napipigilan para umunlad.
4. May sariling kakayahang 'di inaasahan, ang wika ay nalilikha ng tao upang ilahad ang nais ipakahulugan sa kaniyang mga kaisipan (nanghihiram sa ibang wika upang makaagapay sa mga pagbabagong nagaganap sa kapaligiran).
5. May kahulugan ang salita na batay sa taglay na ponolohiya, palatunugan at diin.
6. Nauuri ang wika sa kaanyunan, kaantasan, ponolohiya at kalikasan.

Iba pang mga katangian ng wika:

1. **Ang wika ay isang masistemang balangkas.** Ito ay binubuo ng mga makabuluhang tunog (fonema) na kapag pinagsama-sama sa makabuluhang sikwens ay makalilikha ng mga salita (morfema) na bumabagay sa iba pang mga salita (semantiks) upang makabuo ng mga pangungusap. Ang pangungusap ay may istraktyur (sintaks) na nagiging basehan sa pagpapakahulugan sa paggamit ng wika.
    a. **Ponolohiya o fonoloji** — pag-aaral ng fonema o ponema; ang fonema ay tawag sa makabuluhang yunit ng binibigkas na tunog sa isang wika. Halimbawa ay ang mga ponemang /l/, /u/, /m/, /i/, /p/, /a/, at /t/ na kung pagsama-samahin sa makabuluhang ayos ay mabubuo ang salitang [lumipat].

b. **Morpolohiya o morfoloji** — pag-aaral ng morfema; ang morfema ay tawag sa pinakamaliit na makabuluhang yunit ng salita sa isang wika. Sa Filipino ang tatlong uri ng morfema ay ang salitang-ugat, panlapi at fonema.

Halimbawa
Salitang-ugat: tao, laba, saya, bulaklak, singsing, doktor, dentista
Panlapi: mag-, -in-, -um-, -an/-han
Fonema: /a/
Tauhan, maglaba, doktora

c. **Sintaksis** — pag-aaral ng sintaks; sintaks ang tawag sa pormasyon ng mga pangungusap sa isang wika. Sa Filipino, maaaring mauna ang paksa sa panaguri at posible namang pagbaligtaran ito. Samantalang sa Ingles, laging nauuna ang paksa.

Halimbawa
Mataas ang puno.
Ang puno ay mataas.
The tree is tall. (Hindi maaaring 'Tall is the tree.' o 'Tall the tree.')

d. **Semantiks** — pag-aaral ng relasyon ng salita sa bawat isa sa iisang pangungusap; ang mga salita sa pagbuo ng pangungusap ay bumabagay sa iba pang salita sa pangungusap upang maging malinaw ang nais ipahayag.

Halimbawa
Inakyat niya ang puno.
Umakyat siya sa puno.

Makikita na ang ginamit ang pandiwang [inakyat] ang panghalip ng aktor sa pangungusap ay [niya] at ang pantukoy sa paksa ay [ang]. Samantalang sa ikalawang pangungusap ang pandiwa ay napalitan ng [umakyat] kaya nakaapekto ito sa panghalip ng aktor na dati'y [niya] ngayo'y [siya] na. Imbis na pantukoy na [ang] ay napalitan na ng pang-ukol na [sa]. Nagkaiba na ang kahulugan ng dalawang pangungusap.

2. **Ang wika ay binubuo ng mga tunog.** Upang magamit nang mabuti ang wika, kailangang mapagsama-sama ang mga binibigkas na tunog upang makalikha ng mga salita. (Tingnan ang ponolohiya).

3. **Ang wika ay arbitraryo.** Lahat ng wika ay napagkakasunduan ng mga gumagamit nito. Alam ng mga Ilokano na kapag sinabing [balay], bahay ang tinutukoy nito. Sa Chavacano naman ay [casa] kapag nais tukuyin ang bahay at [bay] naman sa Tausug samantalang [house] sa Ingles. Kung sakaling hindi naintindihan ng isang tao ang isang salita o pangungusap ng isang wika, nangangahulugan na hindi siya bahagi ng kasunduang pangkaunawaan.

4. **Ang wika ay may kakaniyahan.** Lahat ng wika ay may sariling set ng palatunugan, leksikon at istrukturang panggramatika. May katangian ang isang wika na komon sa ibang wika samantalang may katangian namang natatangi sa bawat wika.

Halimbawa
Wikang Swahili – atanipena (magugustuhan niya ako)
Wikang Filipino – Opo, po
Wikang Subanon – gmangga (mangga)
Wikang Ingles – girl/girls (batang babae/mga batang babae)
Wikang Tausug – tibua (hampasin mo, pugaa (pigain mo)
Wikang French – Francois (pangngalan /fransh-wa/)

Mapapansin sa wikang Swahili (isang wika sa Kanlurang Afrika0 isang salita lamang ngunit katumbas na ng isang buong pangungusap na yunik sa wikang ito. Sa Filipino lamang matatagpuan ang mga salitang "opo" at "po" bilang panggalang. Sa Subanon naman, mayroong 'di pangkaraniwang ayos ng mga fonema gaya ng 'di kompatibol na dalawang magkasunod na katinig sa iisang pantig na wala sa karamihang wika. Sa Ingles naman, isang fonema lamang ang idinagdag ngunit nagdudulot ng makabuluhang pagbabago. Sa Tausug naman, ang pagkabit ng fonemang /a/ ay nagdudulot na ng paggawa sa kilos na saad ng salitang-ugat. Sa French naman, mayroon silang natatanging sistema sa pagbigkas ng mga tunog pangwika.

5. **Ang wika ay buhay o dinamiko.** Patuloy na nagbabago at yumayaman ang wika. Nagbabagu-bago ang kahulugan ng isang salita na dumaragdag naman sa leksikon ng wika.

Halimbawa:
   a. Bomba
   b. Kahulugan:
   c. Pampasabog
   d. Igiban ng tubig sa lupa
   e. Kagamitan sa palalagay ng hangin
   f. Bansag sa malalaswa at mapanghalay na larawan at pelikula
   g. Sikreto o baho ng mga kilalang tao

6. **Lahat ng wika ay nanghihiram.** Humihiram ang wika ng fonema at morfema mula sa ibang wika kaya't ito'y patuloy na umuunlad. Gaya sa Chavacano, binibigkas na ang 'ka' na hiniram sa Visaya bilang kapalit ng 'tu' at 'bo'. Ang Filipino ay madalas manghiram gaya ng paghiram sa mga salitang [jip, jus at edukasyon] na mula sa Ingles na [jeep], [juice] at Kastilang [educacion].

7. **Ang wika at kultura ay magkabuhol at hindi maaaring paghiwalayin.** Maraming salita na hindi maisalin sapagkat wala silang katumbas sa ibang wika. Dahil sa ganitong pagkakataon, napipilitang humiram ng salita mula sa isang wika sapagkat hindi komon ang salita sa kultura ng wikang patutunguhan. Halimbawa, walang katumbas ang /malong/ sa Tagalog sapagkat hindi bahagi ng kultura ng mga Tagalog ang salitang ito. Ang /lamaw/ naman ng Cebuano ay hindi rin matutumbasan sapagkat iba ang paraan ng paghahanda ng buko ng mga Cebuano sa iba pang komunidad sa bansa.

8. **Ang wika ay bahagi ng karamihang anyo/uri ng komunikasyon.** Sa komunikasyon ng mga pipi, hindi wika ang kanilang ginagamit kundi mga kilos. Hindi wika ang kanilang ginagamit kundi mga kilos. Hindi wika ang kanilang midyum sapagkat hindi nito taglay ang katangian ng isang ganap na wika.

9. **Nasusulat ang wika.** Bawat tunog ay sinasagisag ng mga titik o letra ng alpabeto. Ang tunog na /bi/ ay sinasagisag ng titik na 'b'. Ang simbolong 'm' ay sumasagisag sa tunog na /em/.

10. **May antas ang wika**.

Gamit ng Wika ayon sa Antas

- **Pampanitikan.** Pinakamataas na antas ng wika, tinatawag na wika ng mga manunulat. Hal. Kadaupang-palad, salamisim, naglulubif ng buhangin at iba pa.
- **Teknikal.** Gamit sa iba't ibang disiplana/sitwasyong akademiko. Wikang ginagamit ng mga nakapag-aral, wasto ang kayarian pasalita man o pasulat. Hal. Pang-akademiko, Computer, Internet at iba pa.
- **Lalawiganin.** Mga salitang ginagamit mula sa mga probinsya. Hal. Tabang (Visayas), tokhang (Cebuano), bayo (Hiligaynon)
- **Kolokyal.** Karaniwang pakikipag-usap ng isang indibidwal. Di-pormal na pakikipag-usap ng gayundin ang gamit ng salita. Hal. Titser, miting, kaklase at iba pa.
- **Balbal.** Pinakamababang antas ng wika. Karaniwang likha lamang ang mga ito, mga salitang kalye, maririnig sa mga kanto. Hal. Dyowa, erpats, mudra, jologs at iba pa.

Tungkulin ng Wika

1. Personal — nakapagpapahayag ng sariling damdamin o opinyon
2. Imahinatibo — nakapagpapahayag ng imahinasyon sa malikhaing paraan
3. Heuristik — naghahanap ng mga impormasyon o datos
4. Impormatib — nagbibigay ng impormasyon o datos
5. Interaksyonal — nakapagpapanatili, nakapagpapatatag ng relasyong sosyal
6. Instrumental — tumutugon sa mga pangangailangan
7. Regulatori — nakapagpapahayag ng sariling damdamin o opinyon

Wikang Pambansa, Wikang Opisyal, Wikang Panturo

Wikang Pambansa

- Isang magiging daan ng pagkakaisa at pag-unlad bilang simbolo ng kaunlaran ng isang bansa.
- Kinikilalang pangkalahatang midyum ng komunikasyon sa isang bansa. Kadalasan, ito ang wikang ginagamit sa pang-araw-araw na pamumuhay ng lahat ng mamamayan ng isang bansa.
- Saligang Batas ng 1987 - Filipino ang ngalan ng Wikang Pambansa ng Pilipinas.
- Artikulo 14 Seksiyon 6 ng Saligang Batas ng 1987: "Ang wikang pambansa ng Pilipinas ay Filipino. Samanralang nalilinang, ito ay dapat payabungin at pagyamanin pa sa salig sa umiiral na mga wika sa Pilipinas at iba pang wika."

Wikang Panturo

- Ang wikang panturo ang opisyal na wikang ginagamit sa pormal na edukasyon.
- Ito ang wika ng talakayang guro-mag-aaral na may kinalaman sa mabisang pagkatuto dahil dito nakalulan ang kaalamang matututuhan sa klase.
- Ito ang wika sa pagsulat ng mga aklat at kagamitang panturo sa mga silid-aralin.
- Sa pangkalahatan ay Filipino at Ingles ang mga opisyal na wika at wikang panturo sa mga paaralan.
- Mother Tongue, Based Mother Tongue, Based Multi-Lingual Education, Multi-Lingual Education
    - Sa K to 12 Curriculum, ang mother tongue o unang wika ng mga mag-aaral ay naging opisyal na wikang panturo mula Kindergarten hanggang Grade 3.
- Ilan pang mahahalagang batas tungkol sa wika: Memorandum Sirkular Blg. 59 (Disyembre 1996).
- Nagtatadhana na ang FIlipino ay bahagi na ng kurikulum na pangkolehiyo.

Wikang Opisyal

- Bago maging opisyal ang isang wika, maraming pag-aaral ang isinagawa upang malaman kung ano ang pinakakarapat-dapat na wika para sa bansa. Tiniyak ng gobyerno na tama ang pagpili ng wika para sa buong kapuluan at nabigyan-daan ito sa pamamagitan ng pagsaalang-alang ng iba't ibang salik.
- Konstitusyon 1973 (Artikulong XV, Seksiyon 3) hangga't walang ibang itinatadhana ang batas, ang Ingles at Filipino ang magiging opisyal na wika.
- Ayon kay Virgilio Almario, ang wikang opisyal ay ang itinadhana ng batas na maging wika sa opisyal na talastasan ng pamahalaan.
- Ginagamit sa opisyal na komunikasyon ng estado sa kaniyang mga mamamayan at ibang bansa sa daigdig.

Homogenous at Heterogenous na Wika

Ang kahalagahan ng heterogeneous na wika ay dahil nagiging pangtukoy ito sa mga uri o klase ng wika na karaniwan nang ginagamit sa pakikipag-interaksyon sa pang-araw-araw na buhay. Bawat rehiyon o lugar ay may partikular o payak na dayalektong ginagamit. Maihahanay na rin natin sa heterogeneous ang mga salitang hindi pormal at ang mga naimbento na salita ng iba't ibang grupo sa ating lipunan o komunidad.

Sa katotohanan, ito ay mga salitang ginagamit sa iba't ibang pamamaraan at iba't ibang istilo ngunit andg kahulugan ay iisa rin lang. May mga salitang nabuo lamang sa mga kalye o 'yung mga salitang pabalbal kung tawagin na uri ng mga salita (hal. mga gay lingo).

Homogeneous na Wika

- Ito naman ay tumutukoy o nagsasabing ang wikang "pormal" ay iba sa mga "naimbentong" wika't mga salita. Ang mga homogeneous na wika sa katunayan ay nabuo at patuloy na nababuo't ginagamit ng mga tao sa pangkasalukuyan.
- Ang literal na ibig sabihin ng salitang "homogeneous" ay isang pang-uri na ang ibig sabihin ay "pare-pareho" o "pagkatutulad".

Ang homogeneous na wika ay nangangahuulugan na may mga salitang magkakaparehas ngunit dahil sa mga paraan ng pagbaybay at mga intonasyon o punto ay nagkakaroon ng bagong kahulugan ang mga salita.

Iisang bansa man ang Pilipinas bilang ating ginagalawang soberanya, tayo ay nahahati at nauuri ayon sa mga wikang ginagamit natin. Napakaraming lahi ang sumakop sa ating bansa na silang nakapagbigay ng mga impluwensiya sa uri ng ating pananalita, dagdag pa ang pagpapapalit-palit ng mga henerasyon sa ating lipunan, at mga aspetong nagbigay ng dahilan ng pagkakaroon ng barayti ng wika.

Ang homogeneous na wika ay pagkakatulad ng mga salita pero dahil sa mga paraan ng pagbabaybay at paglalagay ng intonasyon o accent sa pagbibigkas ng mga salitang ito ay nagkakaroon ng iba't ibang kahulugan.

Halimbawa: Gamot

Tambal sa Cebu	Agas kapag nasa Ilocos
Bulong para sa mga Hiligaynon	Lunas sa mga nasa kabukiran ng Batangas

Heterogeneous na Wika

Mula sa salitang "heterous" o magkaiba at "genos" o uri/lahi ang salitang heterogeneous na nangangahulugang wika mula sa iba-ibang lugar, grupo, o pangangailangan ng paggamit nito. Nagkakaroon ng maraming baryasyon ang wika.

Nagkakaroon ng barayti ng wika dahil sa pagkakaiba-iba ng mga indibidwal at maging ng mga grupo ng mga tao na naaayon sa kanilang ginagalawan, lipunan, pamumuhay, edad, antas ng edukasyon, at mga interes.

Pagbibigay-halimbawa ng heterogeneous na wika.
England, Pransya, South Korea, Hapon at iba pa.

Pagbibigay-halimbawa ng heterogeneous na wika ng isang tao batay sa salik ng lipunan na kaniyang kinabibilangan.

1.	Mula sa salik panlipunan tulad ng edad: Mga kabataan	**Tropa!** May gimik tayo mamayang gabi ha! Bawal malate!
2.	Mula sa salik panlipunan tulad ng hanap-buhay o trabaho: Mga call center agent	**Hey, what's up!**
3.	Mula sa salik panlipunan tulad ng antas ng pinag-aralan: Mga hindi nakapagtapos ng pag-aaral o mga tambay sa kanto	**Repapips/Pare!** Olats na naman ako sa pustahan kay Pacquiao!
4.	Mula sa salik panlipunan tulad antas kasarian: Mga beki o mga bakla	**Pamintang durog!** Si pamintang buo ay Washington D.C. dahil nakipagwarla kagabi.
5.	Mula sa salik panlipunan kalagayang panlipunan: Mahirap at mayaman	**Amiga, Amigo!** Ipinapakilal ko ang aking uniqo hijo, ang aking kaisa-isang tagapagmana?
6.	Mula sa salik panlipunan mula sa rehiyon o lugar: Bisaya	**Manang**, bakit mabanas sa Manila kaysa sa probinsya?
7.	Mula sa salik panlipunan mula sa pangkat etniko: Ibaloy	Ito ang larawan ng **sadshak** ng Ibaloy.

Mahalaga ang heterogeneous na wika dahil nagiging pantukoy ito sa mga uri o klase ng wika na karaniwan nang ginagamit sa pakikipag-interaksyon sa pang-araw-araw na buhay. Bawat rehiyon o lugar ay may partikular o payak na dayalektong ginagamit. Maihahanay na rin natin sa heterogeneous ang mga salitang hindi pormal at ang mga naimbento na salita ng iba't ibang grupo sa ating lipunan o komunidad.

Sa katotohanan, ito ay mga salitang ginagamit sa iba't ibang pamamaraan at iba't ibang istilo ngunit ang kahulugan ay iisa rin lang. May mga salitang nabuo lamang sa mga kalye o 'yung mga salitang pabalbal kung tawagin nauri ng mga salita (halimbawa: mga gay lingo).

Talumpati: Kahulugan, Paghahanda at Pagbabalangkas

Isang sining at aghan ang pagtatalumpati. Sining at agham sapagkat dapat na maayos na nakahanay ang mahahalagang kaisipan at mabisang paraan ng paghahatid ng mga ito sa tagapakinig. Nagpapakita ito ng husay at wastong pamamaraan na may layong humikayat. Kasanayan sa mahusay na pagsasalita ang talumpati.

Paghahanda ng Talumpati: Nakasalalay sa paksa at mananalumpati ang ikatatagumpay ng isang pagtatalumpati patimpalak man o hindi.

Ang Pagpili ng Paksa

- **Tumutugon sa layunin** — Layon ba nitong magturo, magpabatid, manghikayat, manlibang, pumuri , pumuna at bumatikos?
- **Napapanahon** — Ang paksa ng talumpati ay napapanahon kung may kaugnayan sa okasyong ipinagdiriwang.
- **May kaisahan** — Dapat na may isang pokus lamang ang isang paksa.

Balangkas ng Talumpati

- Panimula — Lubhang nakagaganyak sa mga tagapakinig ang isang mahusay na panimula. Sa mahusay na panimula ng talumpati nakasalalay ang kawilihan ng tagapakinig. Isang magandang panimula ang pagsipi ng mahahalagang pahayag mula sa mga batikan at bantog na tao, pagtatanong, pagsasalaysay ng mga personal na obserbasyon, karanasan at iba pa.
- Katawan — Itinuturing itong pinakaluluwa ng talumpati sapagkat nakapaloob dito ang mahalagang kaisipan ng paksa.
  Mga katangian:
  a. May kawastuhan, matibay o pinanghahawakang batayan at hindi ito gawa-gawa o kathang-isip lamang.
  b. Wasto ang gramatika.
  c. Dapat ding may kalinawan.
  d. Pagkakaroon ng pang-akit sa pamamagitan ng mahusay na pagbigkas sa talumpati upang madaling mapukaw ang damdamin ng mga nakikinig.
- Wakas — Mahusay ang isang wakas kung makapag-iiwan ang talumpati ng mahahalagang diwa o isipan/kaisipan ng mga nakikinig.

Mga Katangian ng Isang Mahusay na Mananalumpati

1. May magandang personalidad
2. Malinaw magsalita
3. May malawak na kaalaman sa paksang tinalakay
4. May kasanayan sa pagtatalumpati
5. Mahusay gumamit ng kumpas

Topic 2
Hakbang sa Pananaliksik: Pangangalap ng Datos

Datos: Batayan at Sanggunian sa Pananaliksik

- Mahalagang bahagi ng pananaliksik ang datos.
- Nahahati sa dalawa ang pinagkukunan ng datos:
    - **Primariya o Pangunahing Sanggunian** — Orihinal na dokumento na naglalaman ng mahahalagang impormasyon ukol sa paksa ng pag-aaralan.
    - **Sekondaryang Sanggunian** — Makikita ang sariling interpretasyon batay sa pangunahing impormasyon.
- Mas angkop na gamitin ang primaryang dato sapagkat ang mananaliksik ay nakakukuha ng mga impormasyon mula mismo sa mapagkakatiwalang kinauukulan.
- Makatutulong din ito upang magkaroon ng orihinal na impormasyon upang masabi na ang pananaliksik ay mapagkakatiwalaan (Simbulan, 2008).

Metodolohiya sa Pananaliksik
- Ang metodolohiya ay bahagi sa pananaliksik na tutukoy sa mga variable, depinisyon o paliwanag, teorya na gagamitin, disensyo ng pananaliksik, datos, paraan ng pangangalap ng datos, at paraan ng pag-aanalisa.
- Ang metodolihya ay sistema ng mga patakaran at pamamaraan kung saan nakabatay ang pananaliksik.
- Ang metodolohiya ay ginagamit sa pagkuha at pag-aanalisa ng impormasyon na kung saan ang kalidad at kapakinabangan ng mga natuklasan sa pananaliksik ay naaapektuhan.
- Ang metodolohiya ay tumutukoy sa mga tiyak na estratehiya ng pananaliksik sa pag-aanalisa ng mga impormasyon na may kaugnayan sa mga partikular na impormasyon na sinusuri at sinasaliksik.
- Sa metodolohiya inihaharap ng tagapagsaliksik kung anong pamaraan ang gagamitin niya sa kaniyang pag-aaral.

Disenyo ng pananaliksik
- tumutukoy sa gagamiting metodolohiya sa pananaliksik.
- hal. palarawang pananaliksik, Pananaliksik Eksperimental, at iba pa.

Mga kalahok sa pag-aaral
- tinutukoy kung ilan at paano sila napili
- mga paraan sa pagpili ng kalahok: random sampling, cluster sampling, stratified sampling, multi-stage sampling

Instrumento ng pananaliksik
- inilalarawan ang paraang gagamitin sa pananaliksik sa pangangalap ng mga datos at impormasyon
    - **survey** — isang pamamaraan o metodolohiya na magagamit sa pag-unawa ng katotohanan bilang katibayan tungkol sa tiyak na sitwasyon; sakop nito ang sensus at sampol
        - **sensus** — nasasakop ang kabuuang populasyon
        - **sampol** — limitadong bahagdang bilang ng kabuuang populasyon

Layunin ng survey na maglarawan, maglahad, magsalaysay, mangatuwiran ng tiyak na bilang ng kasagutan ng nasasakop na populasyon sa pag-aaral. Binubuo ito ng mga hakbang upang tiyaking maayos at sistematiko ang isasagawang pagsa-survey.

Ito ang ilan sa mga hakbang sa pagsasakatuparan ng metodolohiyang survey:
- pagtatakda ng layunin sa pagsasagawa ng survey
- paggawa ng disenyo ng pananaliksik
- paghahanda ng maaasahan at balidong instrument sa pagsasagawa ng survey
- pagsasagawa ng aktuwal na survey
- pagtatala
- pag-aanalisa
- pagbabalita o pagpapahayad ng datos mula sa survey

Ginagamit ang survey sa paaralan, pamayanan, negosyo, pamahalaan, at iba pang institusyong panlipunan upang pulsuhan ang opinyon, paniniwala, kaugalian, persepsyon, impresyon, deskripsyon sa mga bagay, at saloobin ng mamayan. Isinasagawa ang survey sa pamamagitan ng:
- pagpapadala ng katanungan
- pagtatala
- harap-harapang panayam
- pagtawag sa telepono
- pagbibigay ng talatanungan o questionnaire na aktuwal na pasasagutan
- pagpapadala ng e-mail
- pagpapasagot sa mga social networking sites

Kahalagahan ng Katanungan sa Survey

Dito nakalagay ang impormasyong pagbabatayan ng kasagutan. Dapat taglayin nito ang pagiging maikli, malinaw, at maayos upang maging tumpak din ang makukuhang datos o impormasyon.

Ang bawat talatanungan ay kinakailangang may kalakip na sulat na magalang na humihingi ng kooperasyon mula sa respondent na magbigay ng tamang kasagutan.

Dalawang uri ng talatanungan: Bukas na Talatanungan, Saradong Talatanungan

Panayam: Datos ng Ugnayang Panlipunan

Ang panayam o interview ay isang paraan ng pagtatanong upang makakuha ng datos mula sa pakikipag-usap. Ito ay agad-agarang pagkuha ng impormasyon sa taong kinakausap.

Ang tagapanayam o interviewer ang nagtatanong at ang kinakapanayam o interviewee ang tagasagot.

Oral Communication

Topic 1
Fundamentals of Communication

Humans are always engaged in communication. You participate in this activity by expressing your ideas to your family members, classmates, or even with yourself. It is essential for you to understand the nature of communication.

Nature of Communication

Communication is a processs of sharing and conveying messages or information from one person to another within and across channels, contexts, media, and cultures (MrCornack, 2014).

1. Communication is a process.
2. Communication occurs between two or more people (the speaker and the receiver).
3. Communication can be expressed through written or spoken words, actions (nonverbal), or both spoken words and nonverbal actions at the same time.

Elements and Process of Communication

Communication is a process that involves elements. These elements contribute in the success of people's interaction.

Elements of Communication

Communication is divided into elements which help us better understand its mechanics or process.

- Speaker — the source of information or message.
- Message — the information, ideas, or thoughts conveyed by the speaker in words or in actions
- Encoding — the process of converting the message into words, actions, or other forms that the speaker understands
- Channel — the medium or the means, such as personal or non-personal, verbal or nonverbal, in which the encoded message is conveyed
- Decoding — the process of interpreting the encoded message of the speaker by the receiver
- Receiver — the recipient of the message, or someone who decodes the message
- Feedback — the reactions, responses, or information provided by the receiver
- Context — the environment where communication takes place
- Barrier — the factors that affect the flow of communication

Process of Communication

Process	Example
The speaker generates an idea.	Daphne loves Rico, her suitor, as a friend.
The speaker encodes an idea or converts the idea into words or actions.	She thinks of how to tell him using their native language.
The speaker transmits or sends out a message.	She tells him, “Rico, mahal kita bilang kaibigan”.
The receiver gets the message.	Rico hears what Daphne says.
The receiver decodes or interprets the message based on the context.	He tries to analyze what she means based on the content and their relationship, and he is heartbroken.
The receiver sends or provides feedback.	He frowns and does not say something because he is in pain.

Function of Communication

- Control — Communication functions to control behavior.
- Social Interaction — Communication allows individuals to interact with others.
- Motivation — Communication motivates or encourages people to live better.
- Emotional Expression — Communication facilitates people's expression of their feelings and emotions.
- Information Dissemination — Communication functions to convey information.

Topic 2
Models of Communication

Many scholars have presented communication models that provide full understanding of process of communication.

Models of Communication are conceptual models used to explain the communication process.

Aristotle's Model

- It is a linear model which consists of three basic elements: the speaker, the subject, and the listener. Whether the communication happens or not depends on the listener, who establishes the point of the message (Oyero, 2020).

Shannon-Weaver Model

- Known as the mother of all communication models, the Shannon-Weaver model (1949) depicts communication as a linear or one-way process consisting: a source (producer of message), a transmitter (encoder of message into signals), a channel (signals adapted for transmission), a receiver (decoder of message from the signal), and a destination.
- This model, however, has been criticized for missing one essential element in the communication process: feedback. Without feedback, the speaker will not know whether the receiver understands the message or not.

Transaction Model

- Unlike the Shannon-Weaver Model, which is a one-way process, the Transaction Model is a two-way process with the inclusion of feedback as one element and a more interactive model. There is a collaborative exchange of messages between communicators with the aim of understanding each other. It also shows that a barrier, such as noise, may interfere with the flow of communication.

Schramm's Model (Interactive Model)

- Schramm believed that the background of the individual who is involved plays an important role. People with various knowledge, experience and cultural practices interpret messages in a different way than others. A sender passes on the information to the receiver. The receiver interprets it according to their knowledge, experiences.

Topic 3
Effectiveness of Communication

In order to further understand the process aspect of communication, communicators need to be familiar also with the models of communication. A model shows the pattern or flow of communication as well as the elements involved in that particular kind of communication. These models show the development of communication from a linear to an interactive process.

Strategies to Avoid Communication Breakdown

1. Apply positive self-talk and perception.
2. Use appropriate language.
3. Be open.
4. Give and accept feedback.

Features of an Effective Communication

In their pioneer book Effective Public relations, Professor Broom, Cutlip and Center (2012) list 7 Cs. This list is widely used today, especially public relations and advertising.

1. **Completeness** — Complete communication is essential to the quality of the communication process in general. Hence, it should include everything that a receiver needs to hear for them to respond, react or evaluate properly.
2. **Conciseness** — It does not mean keeping the message short but making it direct or straight to the point. Insignificant or redundant information should be eliminated from the communication that will be sent to the recipient.
3. **Consideration** — The speaker should always consider relevant information about their receiver such as mood, background, race, preference, education, status, and needs among others. By doing so, they can easily build rapport with the audience.
5. **Concreteness** — Effective communication happens when the message is concrete and supported by facts, figures, and real-life examples and situations. In this case, the receiver is more connected to the message conveyed.
6. **Courtesy** — The speaker shows courtesy in communication by respecting the culture, values, and beliefs of their receivers. Being courteous at all times creates a positive impact on the audience.
7. **Clearness** — Clearness implies the use of simple and specific words to express ideas. It is also achieved when the speaker focuses only on a single objective on their speech so as not to confuse the audience.
8. **Correctness** — Correctness in grammar eliminates negative impact on the audience and increases the credibility and effectiveness of the message.

If a speaker follows all the strategies to avoid communication breakdown, will every communication activity always be successful? Please keep in mind that positivity is the best encouragement. It welcomes good vibes and pleasant outlook in all communication. You should tailor the words you will use based on your audience or listener. Keep it simple and understandable. For example, figurative language (e.g., simile, metaphor) is usually used in literature and in formal conversations, not in ordinary or casual conversations. Moving further, learn how to suspend your own judgement, ideas and beliefs. Give the speaker time to develop and express their ideas or points before you conclude if the message has any value, little value, or none at all. And lastly, feedback keeps the communication going. Respond to what has been heard. Keep an open mind and avoid overreacting emotionally to a message or feedback.

Barriers to Communication

Second language learners at some point; find their native tongue as a barrier in learning English. Say for instance, two individuals coming from different cultural backgrounds are trying to communicate using their mother tongue. Apart from that, here are some barriers that may cause breakdown in communication.

- **Process Barriers**. One element blocks the flow. [Process barriers show that one of the elements in the communication process blocks the flow of messages (verbally/non-verbally).]
- **Physical Barriers**. Includes distracting sounds and noise. These make it hard for the listeners to catch what was said. A speaker and a listener are affected by their surroundings. A very cold or hot room temperature is also a physical barrier, making the speaker and listener uncomfortable. When one is uncomfortable, they may not listen well.
- **Semantic Barriers**. Problems arising from the expression or transmission of meaning. Meanings for words are filtered through one's frame of reference or the total of their beliefs, knowledge, education, culture, and experience. Therefor, misunderstanding or difference in interpretation may occur since no two people can have exactly the same frame of reference.
- **Psychosocial Barriers**. One's status or perception. Consciousness of one's standing an sense impression affect the two-way flow of communication. It gives rise to personal barriers caused by the superior-subordinate relationship. In the same manner, human perceptions — the mental images of the external world — are stored in their brains and form their viewpoints, experiences, knowledge, feelings and emotions.

There are instances when miscommunication and misunderstanding occur because of certain barriers. To become an effective communicator, you should recognize these barriers that impede the communication process. This will enable you to control the situation, reset conditions and start anew.

Barrier	Example	Solution
Emotional barriers	You are having a bad day or you feel frustrated.	Recognize these kinds of emotions and politely ask the other person to give you a moment so you can relax or calm yourself.
	You sit in a meeting or class where you think the speaker is boring.	Recognize this kind of attitude, reset, and reflect on how you can be interested
Use of jargon	You are a scientist discussing a certain weather phenomenon with your neighbor who does not know much about the topic.	Jargon refers to the set of specialized vocabulary in a certain field. To avoid communication breakdown due to lack of clarity, adjust your language; use layman's terms or simple words.
Lack of confidence	You are asked to share something about your day or weekend but you are hesitant because you are shy.	Develop self-confidence by joining organizations where you can share and develop your interests. Look for opportunities in your school or community that will help you find your strengths and improve your abilities.
Noisy environment	You are having a conversation with some friends when a song was played loudly.	Recognize that noise is a common barrier. Make some adjustments by asking someone to minimize the volume or by looking for a quiet area where you can resume the conversation.

Functions of Communication

Plato once said, "Wise men speak because they have something to say." Every time a person comes up with an idea and opens his mouth to share this idea, he is already giving meaning to communication. Every action and every word has their function in any communication. Basically, there are five functions of communication. These are:

Regulation/Control in Communication — The control or regulation function occurs when an individual is quite uncertain towards another's expected behavior that my be unusual from the usual friendly, initial encounters. Most initial encounters are expected to be polite, friendly interactions. In order to create a more pleasant environment, people may often use various nonverbal, immediacy behaviors (e.g. talk initiation, gaze, smiling/laughter, friendly facial expression), hoping that the other person will show or give in return an increased level of involvement and therefore create a more pleasant interaction context.

Social Interaction and Emotional Expression — Emotions coordinate social interaction. A person's emotional expression serves as a social expression which suggests prepared responses in others. For example, anger elicits fear-related responses. Another example is distress which elicits sympathy from observers. Emotional exresssion has facilitated several new insights into human emotional communication through facial muscle movements, vocalization, posture and touch. Emotional expression coordinates rapidly shifting social interactions. It displays information about the person's emotional state where it conveys critical information about the person's social intention whether to strike, play or comfort. Therefore, emotional expression helps individuals in relationship (such as parent-child, teacher-student, etc.) to respond to the demands and opportunities of their social environment. Emotional expression is the basic element of social interaction.

Communication and Motivation — In plain language, this function motivates and encourages people to live better. Every communication starts with a motivation. The key to communicative competence of a person is finding motivation to communicate better than they currently do. People are motivated to communicate in two ways: by approach or by avoidance, which show the positive and negative sides of motivation.

Communication and Information — The fifth function of communication is information dissemination which shows that communication functions to convey information. Information appears often in the definitions of communication. Some say that in order to define communication, information must be considered So they say, communication is the transmission of information between or among people.

Verbal and Nonverbal Communication

Verbal Communication refers to an interaction in which words are used to relay a message. Use words to express ideas which can easily be understood by the person you are talking to.

1. **Appropriateness** — The language that you use should be appropriate to the environment or occasion (i.e., whether formal or informal).
2. **Brevity** — Speakers who often use simple, yet precise and powerful words are found to be more credible. Try to achieve brevity by being more direct with your words. Avoid fillers and insubstantial expressions which do not add to the message, such as "uh", 'you know", "I guess", and others.

3. **Clarity** — The meanings of words, feelings, or ideas may be interpreted differently by a listener. Hence, it is essential for you to clearly state your message and express your ideas and feelings.
4. **Ethics** — Words should be carefully chosen in consideration of the gender, roles, ethnicity, preferences, and status of the person or people you are talking to.
5. **Vividness** — Words that vividly or creatively describe things or feelings usually add color and spice to communication. Hence, you are encouraged to find ways to charm your audience through the use of vivid words.

Nonverbal Communication refers to an interaction where behavior is used to convey and represent meanings. Stares, smiles, tone of voice, movements, manners of walking, standing and sitting, appearance, style of attire, attitude towards time and space, personality, gestures, and more.

Mastery of nonverbal communication is important for:

1. It enhances and emphasizes the message of your speech, thus making it more meaningful, truthful, and relevant.
2. It can communicate feelings, attitudes, and perceptions without you saying a word.
3. It can sustain the attention of listeners and keep them engaged in your speech.
4. It gives the audience a preview to the type of speaker you are.
5. It makes you appear more dynamic and animated in your delivery.
6. It serves as a channel to release your tension and nervousness.
7. It helps make your speech more dramatic.
8. It can build a connection with your listeners.
9. It makes you a credible speaker.
10. It helps you vary your speaking style and avoid a monotonous delivery.

Verbal and Nonverbal Cues

Verbal Cues are commonly used in giving instruction, asking questions or delivering a speech since they are clearly articulated in words. In fact, verbal cues can come in many different forms and a strong communicator must know how to recognize them all. Verbal cues include an increased tendency to act toward one's goals, also in conversations. Verbal cues include the type of questions asked, who initiates the language, and what type of language used.

Types of Verbal Cues	Example
Direct cues are clearly articulated statements of instructions. These are used to make it clear that the listener is expected to do or say something as a response.	Communication of parents to children, teacher to students, boss to subordinates, etc.
Indirect cues are prompts that tend to be less obvious about what is expected an might come in the form of a question.	Communication in job interviews, pageants, open forum, etc.

We should note that direct verbal cues leave a little doubt about what is expected because it is the responsibility of the speaker to clearly state what he wants from the listeners. While the indirect verbal cues, place the responsibility on the listener, who is to deliver the desired response based on the prompt.

Meanwhile, nonverbal cues are nonverbal behavior or objects to which meaning is assigned. The intentional assignment of meaning by a sender, receiver or social group

Functions of Nonverbal Cues		Examples
Substituting for and repeating words using emblems.	An emblem is a nonverbal cue that can generally be translated into words or phrase. Most people within a group or culture agree on their assigned meanings.	A teenager runs into a friend who asks, "So, how do you like your eggs in the morning?" The teenager just rolls his eyes, using nonverbal cues in place of words.
Complementing and accepting words using illustrator.	Illustrators are movements that complement verbal communication by describing or accenting or reinforcing what the speaker is saying. People use illustrators to indicate the size of an object or to draw a picture in the air or to emphasize a key word in what they are saying.	An employee's head is bowed and his body posture is slouched as his lady boss tells him how unhappy she is with his job performance. His nonverbal cues provide clues to the employee-boss relationship which also help convey the employee's attitude toward his boss.
Contradicting words using mixed message.	Mixed message is when a nonverbal cue contradicts a verbal message. Interestingly, when nonverbal and verbal messages contradict one another, most of the people believe the nonverbal message.	A man's face is contorted into a grimace. His eyes are narrowed and eyebrows furrowed. Yet, he is yelling, "I am not upset!" He is sending a mixed/double message.
Regulating verbal interactions using regulators.	Regulators are nonverbal messages that accompany speech to control or regulate what the speaker is saying. They are often associated with turn-taking in conversation, influencing the flow and pace of discussion.	After explaining the candidate's stance on an issue, she raises and then lowers her intonation as she says, "And that's why I feel the way I do". This, together with her silence, signals that she finished speaking and another person may comment. Her behavior influences the flow of verbal interaction.
Defining the social and emotional aspects of many interactions and relationships using accent.	Accent is a nonverbal cue to emphasize or to intensify the verbal message to express emotions and relationships.	An old man waves his finger accusingly to a young man and raises his voice to demonstrate his anger as he say, "It is your fault, not mine". His behavior intensifies his utterance in the interaction.

Topic 4
Speech

It is human nature to express thoughts and emotions. Thus, many speeches or forms of communication in spoken language, made by a speaker before an audience, have been created. Speeches are more formal than talking or usual conversations. They are primarily delivered to leave a remarkable message.

Speech are more formal than talking or usual conversations. They are primarily delivered to leave a remarkable message.

Types of Speech

Types of Speech According to Purpose

a. **Informative or Expository Speech** is mainly performed to educate the audience on new or relevant piece of information on a particular topic. (e.g. lecture of a teacher)
b. **Persuasive Speech** is given solely to convince the audience to agree with the speaker's opinion on a particular topic. (e.g. speech of a lawyer)
c. **Entertainment Speech** aims to share laughter and enjoyment to the audience through witty and humorous lines. (e.g. speech of a comedian)

Types of Speech According to Delivery

a. Manuscript Speech is the word-for-word iteration of a written message using visual aids. (e.g. news anchor with a teleprompter)
b. Memorized Speech is the rote recitation of a written message that the speaker has committed to memory. (e.g. actor's dialogue)
c. Extemporaneous Speech is the presentation of a carefully planned and rehearsed speech spoken in a conversational manner using brief notes. (e.g. a campaign speech before a voting public)
d. Impromptu Speech is the presentation of a short message without advance preparation and is for people knowledgeable about the subject. (e.g. a doctor's response to the question of a patient)

Speech Style

The way we communicate varies depending on a lot of factors such as the speech context, speech purpose, and speech delivery. The form of language that the speaker uses which characterized by the degree of formality.

Types of Speech Styles

- **Intimate** is used for very close relationships. (e.g. couple) (note: language used in this style may not be shared in public).
- **Casual** is an informal communication between groups and peers who have something to share and have shared information but do not have close relations. (e.g. classmates) (note: jargon, slang, and vernacular language are used).
- **Consultative** is used in semi-formal and standard communication. (e.g. teacher and student) (note: professional or mutually acceptable language is a must in this style).
- **Formal** is a one-way straightforward speech. (e.g. State of the Nation Address) (note: what the speaker says is something that has been prepared beforehand).
- **Frozen** is the most formal style that is usually used during solemn ceremonials and events. (e.g. pledges) (note: it does not require any feedback from the audience).

Speech Context

There is never a day that you do not communicate. It could be a group discussion: Facebook status update, dinner conversation with someone you are interested in, or small talk with a family member. In this case, it is necessary for you to understand the concept of speaking in a variety of communication situation and the number of people you are communicating with.

Context when referring to speech communication is the surroundings, circumstances, environment, background or setting that determine, specify, or clarify the meaning of an event.

According to DeVito (2005), "Context refers to the setting in which the communication takes place. Context helps to establish meaning and can influence what is said and how it is said."

Speech Context helps you communicate appropriately, understand the meaning of any message conveyed, and respond accordingly.

Types of Speech Context

Intrapersonal
Focused on one person, where the speaker acts both as the sender and as the receiver of the message. The message is made up of thoughts and feelings while the medium is the brain that processes what you think and feel (Hybels & Weaver, 20212, p. 16).

- Example:
    - There is a voice within you that telss you, "It's okay, you can still do it! You can make it!" when you are losing your drive to finish the task that you are doing.
    - When you told yourself not to talk to your frneds when you have read in a Facebook post that they were in a party and you were not invited.

Interpersonal
Takes place between and among people and creates a personal relationship between and among them. Normally, i includes two individuals, and it can vary from casual and very personal to formal and impersonal.

- **Dyad Communication.** Happens between two people.
    - You consoled your brother who was feeling down.
    - A conversation between your father and mother about the latest announcement of your Barangay Chairman.
- **Small Group.** At least three but not more than twelve people in face-to-face interactions to achieve the desired goal. In this type of conversation, all participants can freely express their ideas throughout the discussion.
    - You are having a discussion with your two brothers about the surprise party you are planning for your Mom's birthday.
    - Kathlyn who came back from the United States called her three brothers and four sisters and announced that she is getting married.

Public
Enables you to send or deliver a message, informative or persuasive, before a crowd. The message can be transmitted for informative or persuasive purposes. "In public communication, unlike interpersonal and small groups, the channels are more exaggerated. The voice is louder and the gestures are more expansive because the audience is larger" (Hybels & Weaver, 2012, p. 19).

- Delivering a graduation speech to your fellow graduates.
- You were elected as the new SSG president of your school and were given a chance to deliver a message of gratitude to your fellow students.

Mass Communication
Through television, radio, newspapers, magazines, books, billboards, the internet, and other types of media.

- You are watching a televised briefing of IATF on COVID-19.
- You have recorded a commentary for your school's Online Discussion of the pandemic and uploaded it in your social media account.

Verbal and Non-verbal Behavior in a Speech Context

When talking to yourself
You might be familiar with the feeling of quietly talking to yourself in your mind, and it's normal — and good for you. By performing this, it makes you think and reflect on the things you have done or are planning to do.

But here are some important reminders that you need to keep in mind:

- Use self-talk to your advantage. — Cheering yourself up before an important event or talking to yourself while completing a task are two perfect opportunities for self-talk (Gould, 2018. Talking to yourself is normal, n.d.)
- Don't overdo it. — While it is normal to talk to yourself constantly, it is better not to overuse yourself of doing so. The most common reason why people end up talking to themselves is because they feel like they do bit have someone else to talk to. To address this, you need to be more sociable, it would give you more people to talk to other than yourself.

When talking to one person or a small group of people
Consoling your friend who is feeling down, or simply talking with your classmates about your plans for a group activity is an example of a dyad and small group communication. this kind of communication implies that the conversation is being shared and there is an exchange of ideas. Small group involves different skills because unlike dyad, it consists of more than two people. in both cases, you can be as natural as yourself, however, unlike a running conversation in your head, you have to consider that there are others who are equally important in the conversation.

Thus, to achieve successful communication in a dyad or small group, you have to consider the following:

- Listen carefully. — Needless to say, this is the very basic foundation of effective communication. You have to listen carefully and understand what the other person is saying. Asking clarifying questions lets the other person know that you are indeed listening attentively. More so, take active part. You also need to be heard and understood when when it is your time to speak.
- Check your tone and body language. — The vocabulary of the body is more revealing than the actual words you speak. So, watch your tone and body language while you are talking. Is your tone tough? Do you smile and encourage the person you are talking to? Your body language tells more about your emotions and thoughts than your actual words. Bear this in mind the next time you have a conversation with someone. Check your body language to ensure that is consistent with your words (Oakes, 2017).

When talking to the public
Speaking in front of the crowd requires many preparations; from analyzing your target audience, to planning and drafting your speech up to the rehearsing part. The key therefore is to come prepared. Be yourself while you are on stage and speak in the way that you will be easily understood by your audience.

1. Analyze your target audience;
2. Plan and draft your speech;
3. Be yourself while you are on stage.

Speech Act

Communication happens effectively when the message is passed clearly; it becomes useful and meaningful when both the sender and the receiver understand the idea being put across. Indeed, there could be no valid reasons to ignore the need for communicating successfully.

A speech act is an utterance that a speaker makes to achieve an intended effect. These are performed when a person offers an apology, greeting, request, complaint, invitation, compliment, or refusal. It is an act of communication. As we communicate with others, we use language without minding whether to use complete sentence or not. The number of words in a single utterance does not matter as long as we can get our message across.

Three Types of Speech Act

According to J.L. Austin (1962), a philosopher of language and the developer of the Speech Act Theory, there are three types of acts in every utterance, given the right circumstances or context.

Locutionary act
The actual act of uttering or saying something such as sound, a word or even a phrase as a natural unit of speech.

For the utterances to be Locutionary Act, consider the following:

- It has sense, and most importantly, for communication to take place.
- It has the same meaning to both the speaker and the listener.
- Utterances give rise to shared meaning when it is adjusted by the speaker for the listener.

Examples of Locutionary Acts:

- “Doh!” (favorite expression of TV cartoon character Homer Simpson)
- “Wow?” (when someone is amazed)
- “Hello!” (greeting someone)
- “Get out!” (a strong command)

Illocutionary Act
The social function of what is said. In an illocutionary speech act, it is not just saying something itself but with the act of saying something with the intention of:

- stating an opinion, conforming, or denying something;
- making a prediction, a promise, a request;
- issuing an order or a decision; or
- giving advice or permission.

This speech of act uses the Illocutionary Force of a statement, a confirmation, a denial, a prediction, a promise, a request, etc.

Examples of Illocutionary Acts:

- It's more fun in the Philippines. (opinion)
- I'll help you clean the house tomorrow. (promise)
- Get my things in the office. (order)

Perlocutionary Act

This refers to the consequent effect of what was said. This is based on the particular context in which the speech act was mentioned.

This is seen when a particular effect is sought from either the speaker or the listener, or both. The response may not necessarily be physical or verbal and is elicited by:

- inspiring or insulting;
- persuading/convincing; or
- deterring/scaring.

The aim of Perlocutionary Speech Act is to change feelings, thoughts, or actions.

Examples of Perlocutionary Acts:

- "We can do this. We heal and win as one!" (inspiring)
- "It is crucial that we give all our collective efforts to fight against this pandemic. We mus start working together." (persuading)
- "Smoking destroys your health, certain as it brings diseases, it kills - you, your loved ones, and others!" (deterring)

Searle's Classification of Speech Act

As a response to Austin's Speech Act Theory, John Searle (1976), a professor from the University of California, Berkeley, classified illocutionary acts into five distinct categories.

- **Assertive** — The speaker expresses belief about truth of a proposition. Suggesting, putting forward, swearing, boasting and concluding. Example: No one can love you better than I do.
- **Directive** — The speaker tries to make the addressee perform an action. Asking, ordering, requesting, inviting, advising, and begging. Example: Please maintain the cleanliness of our school.
- **Commissive** — Commits the speaker to doing something in the future. Promising. Planning, vowing, and betting. Example: From this moment on, I will love you and honor you for the rest of my life.
- **Expressive** — The speaker expresses their feelings or emotional reactions. Thanking, apologizing, welcoming, and deploring. Example: Thank heavens, you came to save me! I owe you my life.
- **Declaration** — Brings a change in the external situation, bring it existence or cause the state of affairs which they refer to. Blessings, firing, baptizing, bidding, passing a sentence, and excommunicating. Example: You are hired! By saying that someone is hired, an employee causes or brings about the person's acceptance to job; consequently, this changes his external situation.

Topic 5
Communicative Strategies

People communicate every day to establish and maintain relationships, know and understand themselves, and find meaning in the daily grind. Moreover, since humans are social beings who survive more effectively through sensible discourses, they are always driven to learn the skills of creating and sustaining meaningful conversations.

Types of Communicative Strategy

Since engaging in conversation is also bound by implicit rules, Cohen (1990) states that strategies must be used to start and maintain a conversation. Knowing and applying grammar appropriately is one of the most basic strategies to maintain a conversation. The following are some strategies that people use when communicating.

Nomination
A speaker carries out nomination to collaboratively and productively establish a topic. Basically, when you employ this strategy, you try to open a topic with the people you are talking to. When beginning a topic in a conversation, especially if it does not arise from a previous topic, you may start off with news inquiries and news announcements as they promise extended talk. Most importantly, keep the conversational environment open for opinions until the prior topic shuts down easily and initiates a smooth end. This could efficiently signal the beginning of a new topic in the conversation.

Restriction
Refers to any limitation you may have as a speaker. When communicating in the classroom, in a meeting, or while hanging out with your friends, you are typically given specific instructions that you must follow. These instructions confine you as a speaker and limit what you can say.

> For example, in your class, you might be asked by your teacher to brainstorm on peer pressure or deliver a speech on digital natives. In these cases, you cannot decide to talk about something else. On the other hand, conversing with your friends during ordinary days can be on point and avoid sideswiping from the topic during the conversation to avoid communication breakdown.

Turn-taking
Sometimes people are given unequal opportunities to talk because others take much time during the conversation. Turn-taking pertains to the process by which people decide who takes the conversational floor. There is a code of behavior behind establishing and sustaining a productive conversation, but the primary idea is to give all communicators a chance to speak.

> Remember to keep your words relevant and reasonably short enough to express your views or feelings. Try to be polite even if you are trying to take the floor from another speaker. Do not hog the conversation and talk incessantly without letting the other party air their own ideas. To acknowledge others, you may employ visual signals like a nod, a look, or a step back, and you could accompany these signals with spoken cues such as “What do you think?” or “You wanted to say something?”

Topic Control
Covers how procedural formality or informality affects the development of topic in conversations. For example, in meetings, you may only have a turn to speak after the chairperson directs you to do so. Contrast this with a casual conversation with friends over lunch or coffee where you may take the conversational floor anytime.

> Remember that regardless of the formality of the context, topic control is achieved cooperatively. This only means that when a topic is initiated, it should be collectively developed by avoiding unnecessary interruptions and topic shifts. You can make yourself actively involved in the conversation without overly dominating it by using minimal responses like “Yes,” Okay,” “Go on”; asking tag questions to clarify information briefly like “You are excited, aren’t you?”, “It was unexpected, wasn’t it?; and even by laughing!

Topic Shifting
Involves moving from one topic to another. In other words, it is where one part of a conversation ends and where another begins. When shifting from one topic to another, you have to be very intuitive. Make sure that the previous topic was nurtured enough to generate adequate views. You may also use effective conversational transitions to indicate a shift like “By the way,” “In addition to what you said,” “Which reminds me of,” and the like.

Repair
Refers to how speakers address the problems in speaking, listening, and comprehending that they may encounter in a conversation. For example, if everybody in the conversation seems to talk at the same time, give way and appreciate other's initiative to set the conversation back to its topic.

> Repair is the self-righting mechanism in any social interaction (Schegloff et al, 1977). If there is a problem in understanding the conversation, speakers will always try to address and correct it. Although this is the case, always seek to initiate the repair.

Termination
Refers to the conversation participants' close-initiating expressions that end a topic. Most of the time, the topic initiator takes responsibility to signal the end of the discussion as well.

> Although not all topics may have clear ends, try to signal the end of the topic through concluding cues. You can do this by sharing what you learned from the conversation. Aside from this, soliciting agreement from the other participants usually completes the discussion of the topic meaningfully.

Practical Research

Topic 1

Importance of Research in Daily Life

Research is significant in our everyday activities. Researchers have been done before but what we are adding innovation in this contemporary time. It is the result of a thinking process that involves questioning techniques or models.

When we say stealing, it is a crime. How come in research stealing is not a crime but instead it helps your paper.

Why is research a part of our constitution? How does it help our economy? Does it play a great role for the improvement of our country?

To steal ideas from one person is plagiarism; to steal from many is research. — Stephen Wright

"The state shall give priority to research and development, invention and innovation." Article XIV, Section 10 of the 1987 Philippine Constitution

Research is a studious inquiry or examination; especially investigation or experimentation aimed at the discovery and interpretation of facts, revision of accepted theories or laws in the light of new facts, or practical application of such new or revised theories of laws.

Generally, research is to produce knowledge through inquiry and discovery. As a process, research is a systematic inquiry that entails collection of data; documentation of critical information; and analysis and interpretation of that data/information, in accordance with suitable methodologies set by specific professional fields and academic disciplines.

The Importance of Research in our Daily Lives

1. **It describes what is happening around us.** Through this, we get to know what people think, what people feel, and what people do. In this contemporary time people are adding up innovations tot he early research done.
   Example: The current Corona Virus which is pandemic. It is very clear to all of us the physical health, emotional, mental struggles that patients, family and our front liners fight against to survive.

2. **It explains why things happen in certain ways.** Through this we get to understand different situations in our lives and helps identify the factors that hinder or facilitate why certain things fail.
   Example: The struggles of the daily wage earners. the will of our government to support the people during this pandemic time. The economic status of the entire world. How different private sectors tried to continuously support their employees in this critical time.

3. **Predictions are variable.** World science and medical are still merging their intellects to produce the right moves to beat certain situations. through this, we get to caution ourselves in doing or not doing something; it warns us not to pursue an action, and encourages us to continue a certain act, as well.
   Example: The order of the government to observe preventive measures in order to lessen the possible contagion of this virus from one person to another. The immediate action of the World Health Organization (WHO) in monitoring the results and at the same time develops a vaccine to prevent it.

4. **It evaluates what happened in our lives.** It gives you an idea why things are not turning out the way you expected. It provides areas that you need to improve in your program delivery.
   Example: The immediate action of our scientists in developing or finding near-specific medicine to eliminate the virus. Development of the much needed vaccine to eradicate this virus will boast the emotions, mental, physical faculties of an individual and the affected world population.

5. **It helps us solve our problems.** It provides us relevant data in order in order to determine why people are against a certain government program. Through research, we can make necessary suggestions/recommendations to help improve the government's program to suit the needs of those who are affected.
   Example: The continuous study of the experts on the effects if Modified General Community Quarantine will be observed to regenerate the economic status of our country. How will it affect the living standards and health conditions of the people?

Topic 2

The Characteristics, Processes, and Ethcis of Research

Research is not an ordinary task. It involves certain criteria in order to make it formal and informative. It is not just simply gathering needed information to make it a study, but, instead you have to make sure that no individual is abused, hurt, insulted nor manipulated for someone's benefit and honor.

Characteristics of Research

- Empirical — Research is based on direct experienced or observation by the researcher.
- Logical — Research is based on valid procedures and principles.
- Cyclical — Research is a cyclical process because it starts with a problem and ends with a problem.
- Analytical — Research utilizes proven analytical procedures in gathering the data, whether historical, descriptive, and experimental and case study.
- Critical — Research exhibits careful and precise judgement.
- Methodical — Research is conducted in a methodical manner without bias using systematic method and procedures.
- Replicability — The research design and procedures are replicated or repeated to enable the researcher to arrive at valid and conclusive results.

Characteristics of a Researcher

- Intellectual Curiosity — researcher undertakes deep thinking and inquiry of the things, problems, and situation around him.
- Prudence — researcher is careful to conduct his study at the right time, and at the right place wisely, efficiently, and economically.
- Healthy Criticism — the researcher is always doubtful, as to the truthfulness of the result.
- Intellectual honesty — researcher is honest to collect or gather the data or facts in order to arrive at honest result.
- Intellectual creativity — a resourceful investigator always creates new researchers.

Qualities of a good researcher

R research-oriented	E efficient	S scientific	E effective	A active	R resourceful	C creative	H honest	E economical	R religious

Process of Research

The research process involves identifying, locating, assessing, and analyzing the information you need to support your research question, and then developing and expressing your ideas. These are the same skills you need any time you write a report, proposal, or put together a presentation.

7	6	5	4	3	2	1
Write Final Draft & Cited References	Edit, Correct & Revise	Write Draft	Evaluate Information & Write Research Question	Organize Information & Citations	Collect Background Information	Choose a Topic

Choose a manageable topic, not too broad, not too narrow.

1. Collect sources such as articles, interview, or websites (academic or professional).
2. Organize your notes into an outline or graphic organizer.
3. Evaluate the data from the organized research and write the thesis statement.
4. Write your rough draft including the following: Introduction, Body, Conclusion paragraph, A strong thesis statement, Parenthetical in-text citation, Works cited page in MLA format.
5. Edit, Correct and Revise (Read the paper out loud, Give the paper for someone else to edit, Read the instructions editing comments, Edit, Correct, Revise)
6. Write the final perfect draft
7. Publish

Ethics of Research

Ethics generally is considered to deal with beliefs about what is right or wrong, proper or improper. According to a dictionary definition (Webter's 1968), to be ethical is to conform to accepted professional practice.

Ethical considerations in conducting research.

- Objectivity and integrity.
- Respect of the research subjects right to privacy and dignity and protection of subjects from personal harm.
- Presentation or research findings.
- Misuse of research role.
- Acknowledgement of research collaboration and assistance.
- Distortions of findings by sponsor.

Unethical practices in conducting research

- Deceiving a respondent about the true purpose of a study.
- Asking a respondent question that causes him or her extreme embarrassment guilt emotional turmoil by remaining them of an unpleasant experience.
- Invading the privacy of a respondent.
- Studying the respondents of research subjects without their knowledge.
- When analyzing the data, revealing only part of the facts and presenting facts out of context, falsify the findings and mislead the researcher's presentation, which lead him to lie with statistics.

Topic 3

Types and Examples of Research in Different Areas

Research is composed of two words, “re” and “search”. “Re” is a prefix which means again, anew, or over again, and “search” is a verb meaning to examine closely and carefully, to test an try, or to probe or to study thoroughly. Together, they form a noun describing field of knowledge, undertaken to establish facts or principles (Grinnell, 1934: p.4).

Research is one of the pillars of the advancement of science and technology. Before scientists introduce a new discovery, they undertake research. As a matter of fact, in the Philippines, research works start as early as junior high school. Several schools, especially those that have special science curriculum, offer research subjects.

Central to research is the way of discovering new knowledge, applying knowledge in various ways as well as seeing relationships of ideas, events, and situations (Baraceros, 2016, p. 10).

Types of Research

Based on Application of Research Method

a. Pure Research — This type of research aims to increase your knowledge about something. It deals with concepts, principles, or abstract things. It is a scientific investigation that involves the generation of new knowledge or development new theories. Also known as Basic Research.

Examples of topics under Pure/Basic Research
- What is the possible cure for HIV?
- What is the genetic code of fruit fly?
- How do mushrooms reproduce?

b. Applied Research — This type of research is designed to solve practical problems of the modern world, rather than to acquire knowledge for knowledge’s sake. It is used to find solutions to everyday problems, current illnesses, and develop technologies.

Examples of topics under Applied Research
- How the cure COVID-19?
- How can bullying be prevented in elementary schools?
- Is current technology use for children helpful or harmful?

Based on Purpose of the Research

a. Descriptive Research — This type of research aims at defining or giving a verbal portrayal or picture of a person, thing, event, group, situation, etc. It s also known as statistical research.

Examples of topics under Descriptive Research
- What are the most popular online news sources among under 18 years old?
- Do customers of Company X prefer product X or product Y?
- How prevalent is disease A in Population B?

b. Correlational Research — This type of research shows relationships or connected of two factors, circumstances, or agents called variables that affect the research.

Examples of topics under Correlational Research
- Identifying if wealthy people are less likely to be patient.
- Determining if there is a relationship between how much people earn and the number of children they have.

c. Explanatory Research — This type elaborates or explains not just the reasons behind the relationship of two factors, but also the ways by which such relationship exists.

d. **Exploratory Research** — The purpose of this type is to find out how reasonable or possible it is to conduct a research study on certain topic.

e. **Action Research** — This type studies an ongoing practice of a school, organization, community, or institution for the purpose of obtaining results that will bring improvements in the system.

f. **Ethnographic Research** — This refers to the investigation of a culture through an in-depth study of the members of the culture.
g. **Experimental Research** — An objective, systematic, controlled investigation, for the purpose of predicting and controlling phenomena and examining probability and causality among selected variables.
h. **Historical Research** — It involves analysis of events that occured in the recent past.
i. **Phenomenological Research** — An inductive descriptive research developed from phenomenological philosophy. It aims to describe an experience as it is lived by the person. Concerned with the study of experience from perspective of an individual.

Based on Types of Date Needed

a. **Qualitative Research** — This requires non-numerical data, which means that the research uses words rather than numbers to express the results, inquiry, or investigation about people's thoughts, beliefs, feelings, views, and lifestyles regarding the object of the study.
b. **Quantitative Research** — It involves measurement of data. It presents research findings referring to the number or frequency of something in numerical forms.

Topic 5

Designing a Research Project in Daily Life

Research helps you analyze a certain subject matter. With this kind of study, one must invest time and effort. You nee to spend time thinking of research topics, gathering background information about it, and asking some questions that you want to answer.

In designing your research project, include the goals of your study, the theoretical frameworks, the research questions, ethics, and the methods you will use to analyze your data.

Congruence of Research Questions, Data Collection, and Data Analysis

Experts say that there must be congruence between methods of data analysis and the research questions, and where the method of data collection turns out data that are appropriate to the method of analysis.

The following table shows congruence between data collection procedures and data analysis (Prieto, Naval, & Carey, 2017).

Types of Research Questions with Real Life Examples	Suitable Types of Data	Suitable Analytic Method	Difficulty Rating	Suitable Sample
Understanding and Perceptions Perceptions of the impact of air travel on climate change (Becken, 2007).	Focus groups, qualitative surveys, story completion tasks, vignettes and some secondary data sources are ideal.	Transactional Analysis (TA), Grounded Theory (GT), pattern-Easy Discourse Analysis (DA)	Easy	Moderate/large
Practices/accounts of practice The appearance and clothing practices of non-heterosexuals (Clarke & Turner, 2007); The gendered dynamics of sleep (Hislop & Arber, 2003).	Interviews, focus groups, qualitative surveys, researcher-directed diaries, some secondary data sources.	TA, GT, pattern-Easy DA	Easy/moderate	Moderate/large
Influencing factors Identifying the factors that influence people's decision to continue regular genetic screening (Michie, 1987); Factors that influence parents' food purchasing behaviors (Maubach, Hoek & McCreanor, 2009).	Interviews, focus groups, qualitative surveys, researcher-directed diaries, some secondary data sources.	TA, GT	Moderate	Moderate/large
Representation Such as: Representations of Male and Female Sexuality in Women's Magazines (Farvid & Braun, 2006); Representations of Masculinity and the Metrosexual Man in Men's Magazines (Hall & Gough, 2011)	Secondary sources	Constructionist TA an GT, pattern-based DA	Moderate/difficult	Small/moderate
Construction Such as: Young People's Constructions of Eating Disorders in a Story Completion Task (Walsh & Malson, 2010); Constructions of New Zealander's in Accounts of Sexual Health and Risk (Braun, 2008)	Secondary sources, story completion task, vignettes, interviews, focus groups, qualitative surveys, researcher-directed diaries	Constructionist TA and GT, pattern-based DA	Moderate/difficult	Small/moderate
Language practice Such as: How People Construct, manage, and Undermine 'Healthy Eating' Talk in Dinnertime Conversations (Wiggins, 2004); How veganism is constructed 'Normal' in Online Discussions (Sneijder & Molder, 2009)	Naturalistic data are ideal-both mundane and institutional; some secondary data sources, interviews, focus groups area also used	Discursive psychology, conversations analysis and some forms of narrative analysis	Difficult	Small/moderate

Research Topics

Guidelines in Choosing a Research Topic

- Interest in the subject matter — You should be interested in the subject matter you are choosing. Your real interest in the subject matter pushes you to research, investigate, or inquire about it with full motivation, enthusiasm, and energy.
- Availability of information — Check the availability of the reading materials on your chosen topic since collecting information as evidence is part and parcel of any research work.
- Timelines and relevance of the topic — The topic is relevant if it yields results that are instrumental in societal improvement. It is timely if it is related to the present.
- Limitations on the subject — Your topic should be relevant to the course/strand you are taking.
- Personal resources — Assess your research abilities in terms of finances, health, mental capacity, etc.

Research Topics to be Avoided

- Controversial Topics — These are topics that depend greatly on the writer's opinion, which may tend to be biased or prejudicial. Facts cannot support topics like these.
- Highly Technical Subjects — For a beginner, researching on topics that require an advance study, technical knowledge, and vast experience is a difficult task.
- Hard-to-Investigate Subjects — A subject is hard to investigate if there are no available reading materials about it and if such materials are not up to date.
- Too broad subjects — Topics that are too broad will prevent you from giving a concentrated or an in-depth analysis of the subject matter of the paper.
- Too narrow subjects — These subjects are so limited or specific that an extensive or through searching or reading information about these is necessary.
- Vague subjects — Choosing topics like this will prevent you from having a clear focus on your paper.

Sources of Research Topics

- Pressing issues on an individual, organizational, or societal level, or success stories
- Wide reading/critical film viewing
- Social networking
- Replication
- Lectures, talks, seminars
- Gray areas
- Mass media communication — press
- Books, periodicals, magazines
- Work experiences

Topic 5
Qualitative Research

According to Cresswell (1994), qualitative research is "an inquiry process of understanding a social or human problem-based on building a complex holistic picture formed with words, reporting detailed views of informants, and conducted in a natural setting". Its intent is to understand a particular social situation, event, role, group, or interaction (Locke, Spirduso, & Silverman, 1987). Qualitative Research is interpretative, follows a non-linear research path and speaks a language of cases and contexts (Prieto, Naval, & Carey, 2017).

Characteristics of Qualitative Research

- **Human understanding and interpretation** — Since data analysis shows an individual's mental, social, and spiritual understanding of the world, you come to know what kind of human being they are.
- **Active, powerful, and forceful** — As you go through the research process, you are not fixated on any certain plan. Rather, you are inclined to discover your own qualitative research design.
- **Multiple research approaches and methods** — The qualitative research design allows researchers to plan their study in varied ways. Being a multi-method research, it applied to all research types: descriptive, exploratory, explanatory, case study, etc.
- **Specificity to generalization** — It follows an inductive approach of thinking.
- **Contextualization** — It is important for you to examine the context of an individual's life since qualitative research involves all variables, factors, or conditions affecting the study.
- **Diversified data in real-life situations** — Collection of data is done in a natural setting.
- **Abounds with words and visuals** — Presentation of data involves words, visuals (i.e. pictures, videos, drawings, graphs).
- **Internal Analysis** — You examine the data yielded by the internal traits of the subject individuals.

Types of Qualitative Research

- **Case Study** — This type usually takes place in the field of social care, nursing, psychology, rehabilitation centers, education, etc. It involves a long-time study of a person, group, organization, or situation. Data collection involves interviews, questionnaires, observations, and documentary analysis.
- **Ethnography** — This is a study of a cultural group to get a clear understanding of its organizational setup, internal operation, and lifestyle.
- **Phenomenology** — Refers to the study of how people find their experiences meaningful.
- **Content and Discourse Analysis** — Content analysis is a method that requires an analysis or examination of the substance or content of the mode of communication. Discourse analysis is a study of language structures used in the medium of communication to discover the effects of sociological, cultural, institutional, and ideological factors on the content.
- **Historical Analysis** — In this type, you examine primary documents to make you understand the connection of past events to the present time.
- **Grounded Theory** — This takes place when you discover a new theory to underlie your study at the time of data collection and analysis.

Strengths of Qualitative Research

1. It adopts a naturalistic approach to its subject matter.
2. It promotes full understanding of human behavior or personality traits in naturals setting.
3. It is instrumental for positive societal changes.
4. It engenders respect for people's individuality.
5. It is a way of understanding and interpreting social interactions.
6. It increases researcher's interest in the study as it includes researcher's experiences.
7. It offers multiple ways of acquiring knowledge.

Weaknesses of Qualitative Research

1. It involves a lot of researcher's subjectivity in data analysis.
2. It is hard to know the validity or reliability of the data.
3. Its open-ended questions yield "data overload" that requires long-time analysis.
4. It is time-consuming.
5. It involves several processes, which results greatly depend on researcher's interpretations.

Importance of Qualitative Research across Different Fields

Qualitative research is useful in the following fields:

- Education
- Technical Communication
- Psychology
- Advertising
- Social Work
- Marketing
- Business

Topic 6
Quantitative Research

Qualitative research is an exploratory type of research which relies on unstructured and non-numeric data. Here, the researcher tries to understand why people do the things that they do. It is conducted to understand behavior, culture, arts, norms, motivations, and so on. The data you get is in textual form, which is then interpreted by the researcher to get insights out of it.

In this challenging world, one must be able to respond accordingly to its fast-paced and technology-driven society. It is through research one can be equipped with knowledge and skills to face the challenges world has to offer.

Research is composed of the prefix "re-" and word "search". If taken literally, it only means "to search again". Research is more than just searching; it is commitment. One must commit himself or herself in doing investigations and providing solutions to solve real-life problems. Research is an organized process of gathering, interpreting, and analyzing observed information or investigation in order to provide solutions to problems. An organized or step-by-step procedure must be followed in order to come up with the best result. Above all, output from research or a study can make a big impact on any aspects of our lives.

Generally, research can be classified into two types: qualitative and quantitative. Qualitative research focuses on things that are up for discussion and debate. It is going to be describing a lot of things. It uses surveys, observations, and interviews along with. Also, it includes looking at artifacts of an area, language, religion, and ethnicity. All these things are up for discussion in qualitative research.

On the other hand, quantitative research tries to prove something definitely. If a geographer, for example, is looking at an area, it is going to look at the economic data, population breakdowns through age and gender, or at things that are just concrete. These things are facts, and you cannot dispute it, nor it is not up for debate. Quantitative research is a systematic investigation that uses numerical and computational techniques. Numbers — and its relevance through interpretation, play a vital role in this type of research.

Characteristics	Qualitative Research	Quantitative Research
Purpose	To understand people's experiences, culture, languages, or a particular case	To determine the relevance of variables
Data	Textual (interview documentaries, observations, video, or recordings)	Numerical
Analysis	Creating themes	Statistics
Final Report	Narrative	Statistical Report

Characteristics of Quantitative Research

Just like what you have studied in your Practical Research 1 about Qualitative Research, Quantitative Research has also its characteristics. Listed below are the characteristics of quantitative research:

1. It is objective. It opts to come up with accurate data or facts. it does not accept the opinion from beliefs, assumptions, or guesses immediately. Data are gathered and analyzed before formulating conclusions;
2. It has clear and specific research questions. The researcher sought to answer well-defined questions;
3. It uses structured research research instruments. It uses research tools such as questionnaires to collect information from the respondents;
4. It presents numerical data. The numbers are crunched in order to explain the study further. Through this — trends, relationship, or differences between variables can be explained;
5. It uses large sample sizes. It aims to provide more reliable data results when analyzed. Also, random sampling is being utilized by the researcher to avoid bias in interpreting the results;
6. It can be replicated. to verify the correctness of the study, one must be able to replicate the process in another setting. It strengthens the validity of the findings. Thus, it helps the study to come up with an unbiased conclusion; and
7. It projects future outcomes. "If-then" and "if-then-else" scenarios may be formulated to track the future of the study.

Strength of Quantitative Research

In quantitative research, data are in numerical form and can be quantified. It uses a large number of samples or representative of the population in order to come up with a more comprehensive or detailed result. It makes use of well-structured instruments and organized processes to gather the necessary data. the gathered data will undergo statistical treatment in order to determine its relevance. Data may be presented using tables, graphs, or even charts. Interpreting the data from the experiment plays a vital role in having credible findings. Applying well-established standards means that the research can be replicated, then analyzed, and compared with similar studies. Also, the presence of well-structured hypotheses enables the researcher to test his or her assumptions. Above all, quantitative research is not biased; making more valid and reliable results.

Weaknesses of Quantitative Research

Quantitative research uses a fixed and inflexible approach and so employs a rigid process of discovery. The research is frequently done in an unnatural, artificial environment so that a level of control can be applied to the study. Conducting this type of research can become costly since there is a need for a larger scale of respondents. The expenses will be greater in reaching out to these

people, and in reproducing the questionnaires. if not done seriously and correctly, data from questionnaires may be incomplete and inaccurate. Researchers must be on the lookout on real respondents who are just guessing and answering the instruments. Quantitative research, at times, may have data homogeneity issues. Also, researchers' inexperience may negatively affect analysis and interpretation of data.

Kinds of Quantitative Research

a. **Descriptive Research** basically answers questions such as who, what, where, when, and how much. It is best used when the main objective of the study is just to observe and report a certain phenomenon as it is happening.
   Example: A description of how senior high school students spend their time during ECQ (enhanced community quarantine) days of the pandemic.
b. **Correlational Research** seeks to determine if variable increases or decreases as another variable increases or decreases. It tries to create an association between variables. It aims to clarify the relationship between variables, and to determine its extent.
   Example: The relationship between COVID-19 updates from the Department of Health and anxiety.
c. **Quasi-Experimental Research** aims to measure the casual relationship between variables. It has an experimental structure that lacks random assignment, and it does not require a true control group that will serve as the reference point in the study.
   Example: The effect of part-time employment on the academic achievement of senior high school students.
d. **Experimental Research** is based on the scientific method. Experimental research attempts to affect a certain variable by directly manipulating variables.
   Example: The effect of teaching with synchronous and asynchronous online modality, and modular-basis on students' academic performance in Practical Research 2.

REMEMBER

- Quantitative research is an organized way of solving problems which uses numerical data to present more reliable information.
- Quantitative research is objective. It has clear and specific research questions. It uses structured research instruments. It presents numerical data and uses large sample sizes. It can be replicated and can prosper future outcomes.
- Descriptive Research produces systematic information. Correlational Research deals with associations or relations of variables. Quasi-Experimental Research and Experimental Research focuses on cause-and-effect relations.

The Importance of Quantitative Research Across Fields

Research is defined as the creative and systematic work undertaken to extend and enrich the stock of knowledge. It involves the gathering, organization, and analysis of knowledge to extend understanding of a subject or issue. To check the validity of instruments, procedures, or experiments, research may replicate elements of previous projects or the project as a whole.

Quantitative Research is an objective, systematic, empirical investigation of the observable phenomena through computational techniques. Generally, quantitative research emphasizes the numerical findings to produce unbiased results that can represent the population and justify the observation — most of the quantitative research concerns with a number and its relationship with events.

Furthermore, Quantitative Research is an approach for testing objective theories by examining the relationship among variables. Like Qualitative Research, those who engage in this form of inquiry have assumptions about testing theories deductively, building protections against biases, and being able to generalize and replicate research findings.

Research has a wide array of applications such as seeking and finding solutions to problems, discovering the unknown, developing existing conditions to enhance living, and finding answers to even the simplest to most complicated daily life questions. Research has proven its way of finding meaningful solutions to problems with utmost difficulty through the years and present. One example is developing a vaccine against COVID-19 pandemic, which continuously affects every country's economy, education, and well-being. Because of extensive research, scientists and medical experts who worked together are now able to release and distribute the vaccine as "the" exit strategy to stop the pandemic.

Quantitative research is one type of research which gives a result with precise measurement. It includes numerical representation and manipulation to explain the phenomena reflected in the observation. For this reason, people can conduct studies as objective as it should be. Quantitative research has been used in various natural and social science, which has a systematic, empirical investigation of observable phenomena via statistical, mathematical or computational techniques. One of the objectives of this research is to apply mathematical models or hypotheses in a particular phenomenon. In quantitative research, the measurement process plays a vital role as it defines the relationship between mathematical expression and observation. On the other hand, Health Sciences (Medical Technology, Dentistry, Nursing, Medicine, etc.) use quantitative research designs like descriptive, pre-

experimental, quasi-experimental, true-experiment, case study, among others. Thus, quantitative research findings can affect people's lives, influence leaders and people in a high position in crafting law, rules and regulation for the majority's welfare.

Importance of Quantitative Research in Different Academic Strands

Accounting, Business and Management (ABM)
Researches can help design a brand-new product or service, determine what is needed and make sure the development of a product targets demand. People in business can even utilize research results to ensure sufficient and better distribution of their products and judge where they have to extend their product distribution. Conducting a research may also help a business to determine when it is the time to open another branch or whether it has to apply for a brand-new loan. Research can also help a little business decide if a procedure or strategy should be changed to fulfill the customer wants and needs, Furthermore, research is vital for any organization to stay within the market. One of the purposes of quantitative research in ABM is to determine the preferences of its customer. Likewise, to establish the business in a location where it is accessible, deliver quality goods and have the best service. Lastly, to analyze what the competitors do and find ways on the way to satisfy the growing and varied needs of the clients continuously.

Science, Technology, Engineering, and Mathematics
Medical practitioners, as an example, conduct research to get important information about diseases trends and risk factors, results of carried health interventions, patterns of care and health care cost and use. The various research approaches provide complementary insights. Researchers help determine the effectiveness and even side effect of medication and therapies in several populations and various institutions. It is also necessary to evaluate experiences in clinical practice to develop mechanisms for best practices and make sure top-quality patient care since the goal of the researchers in this field is to find ways to extend one's life. Nevertheless, research also helps in providing engineers, architects, and other builders innovative. And at the same time, efficiently utilize modern technology to adapt to society's ever-changing demands.

Humanities and Social Sciences (HUMSS)
Questions exploring the trends in how society builds and forms relationships and other kinds of behavior in the 21st century are among the most common concerns among sociologists, psychologists, and humanists. An example of this trend is research investigating attitude, behaviors, cognitions, and perceptions about specific sociological phenomena.
As a result, when quantitative researchers explore questions of differences or questions of relationships, they are doing so to uncover specific patterns of behavior. Suppose the researcher discovers a particular relationship exists from the sample respondents or population, the researcher is now in a great position to draw generalizations about patterns expected of human behavior.

Technical-Vocational Livelihood (TVL)
Quantitative research a high level of analytic and critical thinking skills in developing output. Although Technical-Vocational Livelihood (TVL) is designed to develop students' skills useful for livelihood projects, research also helps to improve the specialized hand-on courses to meet the standard requirement and competency-based assessments.

Importance of Quantitative Research in Other Disciplines

Anthropology
Combining qualitative and quantitative research data is one of the methods frequently used in conducting research in Anthropology. It is known to exhibit connections simultaneously, amidst cultural differences, alternatives and identity. Within the contemporary academic, socio-cultural and political climate these concepts have immense symbolic overtones.

Communication
Researchers are often curious about how understanding a specific communication phenomenon might generalize to a more significant population. For instance, researchers can advance questions like "What effect do punitive behavioral control statements wear in a classroom? What communicative behaviors are accustomed to reply to co-workers displaying emotional stress?"

Sports Medicine
Quantitative research is employed to research how sports could also be used to medicate an illness. An example is that of the University of Eastern Finland's research investigating the connection between the mushrooming of aliment chains and obesity. The intervention needed to stop children's obesity from reaching severe proportions. The research focused on children's physical activity and physical inactivity. Therefore, the concomitant impact on the children's amount of fat (fat mass) and endurance fitness. The study is employed to research specifically the effect of physical activity in weight control.

Medical Education
Observational research, supported surveys, and correlational studies are the common Quantitative researches in medical education. It often uses design test interventions such as curriculum, teaching-learning process, or assessment with an experimental group. A comparison or controlled group learners may allow researchers to beat validity concerns and infer potential cause-effect generalizations. Researchers are using thse approaches to address emerging trends in medical education in recent times.

Education
Quasi-experiments are most frequently utilized in evaluating social problems. Suppose a researcher has invented a way for improving reading comprehension among third graders. The researcher then selects a new set of participants to rove the invented approaches effectiveness.

In conducting a quasi-experimental study, the experimental group gets the intervention, and the control group does not receive the intervention. Students are measured before and after the intervention to determine whether their reading scores improve. This design contains may of the characteristics of a real experiment; however, the participants are not assigned randomly to the treatment and control group.

Psychology
Early psychological research was guided by the dominant paradigms of positivism and post-positivism. Positivism s base on the perspectives and ideas from rationalists and empiricist philosophy originated by Aristotle, Francis Bacon, John Locke, August Comte, and others. The underlying assumptions of positivism include the idea that the social world may be studied within the same way as the natural world, and that there's a way for studying the social world that's value-free, in which explanations of a casual nature will be provided.

Variables in Quantitative Research

Quantitative research is a type of research that focuses on the use of numerical form of data to gather sufficient evidence about a certain phenomenon or quality. Quantitative researchers are usually done when investigation, causation or correlation must be established. These purposes allow the researcher to examine a particular characteristic or an attribute which is involved in the study. Moreover, the researcher must carefully identify how this characteristic will change when another trait is considered, or a treatment is applied. This characteristic or attribute in the subject is called **variable**.

Qualities, traits and features which are observable or measurable in the subject of the study are variables. For instance, one might be interested in the effect of applying nitrate-free fertilizers on soil in the color of gumamela petals. The color of the gumamela petals is a variable. Likewise, the presence of nitrate-free fertilizers on soil is also a variable. Likewise, if one is interested on the effect of amount of water to be used in dough making in the bread shelf life, the amount of water and bread's shelf life are both variables. Moreover, there are cases where a technology-researcher investigates the relationship of gadget's weight to its performance. For this case, gadget's weight and performance are variables.

In the context of research, a variable is a characteristic or a quality which is observable or measurable in the research subject. The measurement of these variables may vary from one subject to another, or from one person to another.

For instance, age is a variable for those researchers whose subject is a person. Age can vary from one person to another. another example of a variable is color. When flowers become a subject if the study, color can be a variable since it is observable in the flower and it can vary from one type to another. Satisfaction of people towards a certain program, effectiveness of a named project, marketability of products and services and even political views of people can all be considered variables.

The consideration of variables is very crucial in qualitative research More often than not, research variables are determined so that the objective of doing the research is achieved and so, making the results of the study more reliable and sound.

In the selection and determination of variables, one must bear in mind which variable would cause the other variable, or which variable is related to another, or which variable would influence the other. Hence, variables have two (2) types:

- **Independent Variables** are the qualities or characteristics that may cause change in the subject, or the variable which the researcher thinks can influence another trait of a subject. This particular type of variable is usually what the researcher manipulates.
- **Dependent Variables** are the qualities or characteristics that tend to be affected by the introduction or presence of an independent variable. It is also the variable that is being tested and measured in an experiment or any research procedures.

Elaine wants to know how the types of teaching style of teachers impacts the achievement test results. Here "the types of teaching style of teachers" is an example of independent variable. The "achievement test results" is an example of dependent variable.

It is very interesting to note that handling the independent and dependent variables plays a very important role in establishing a valid conclusion later. However, just because one is only focusing on a particular independent variable, this does not mean that this is the only variable that relates or causes the dependent variable. Variables that are not independent variables which can affect or relate to another variable are called extraneous variable.

> Manolo proposes that background music can affect task performance among bank employees. In the statement, "presence of background music" is the independent variable and "task performance" is the dependent variable.
>
> However, changes in the task performance can also be brought by "loudness of background music", "genre of music", "job motivation" or even "employee's tiredness". These variables are called extraneous variables.

Extraneous variables and their effects in the study can always be controlled by the researcher. Randomization of respondents or subjects in the study is one way of controlling the effect of extraneous variables. A thorough procedure of designing the methodology of your study can also help control your extraneous variables.

Aside from extraneous variables, researchers must also be careful of confounding variables. Confounding variables (also called confounders) are variables that are related to both the independent and dependent variable which may lead to a wrong conclusion about the relationship or causation between the two variables.

> During the rainy season, Iris found out that there are high cases of common cold and cough when there is an increased consumption of instant noodles. Does this mean that instant noodles may cause common cold and cough?
>
> Of course, not! It so happens that the increased consumption of instant noodles and high cases of common cold and cough are both associated with temperature. Lower temperature makes people eat instant noodles more and makes virus-causing cold spread easily. Hence, temperature is a confounding variable.

It is important to secure the internal validity of the study. Thus, it is very vital for researchers to work on confounding variables. Otherwise, the results may not reflect the correct relationship between the involved variables.

Many publications also differentiate variables according to the way they are being measured, the way these can be observed, and the way they can be identified. Other types of variables include but not limited to:

- **Constant Variables** are traits or characteristics that do not change throughout the experimentation or research process.
- **Continuous Variables** are those variables which fall under interval and ratio scale of measurement. Examples are height and weight of objects.
- **Dichotomous Variables** are those variables with only two possible results. Examples are Yes-or-No responses and Head-or-Tails in a coin toss.
- **Latent Variables** are variables which cannot be explicitly seen, observed, or measured. Examples are feelings, emotions, and attitudes towards a certain thing.
- **Manifest Variables** are variables which can be seen, observe, or measured directly. Examples are color of hair, height, and sex.

Topic 7
Designing a Research Study

Selecting a good research topic is one of the most challenging pats of the research process. It is very important to select a research topic carefully to avoid encountering problems along the research process.

Sources of Research Topic

Printed materials such as book, journals, newspapers, and magazines are the most traditional form of resources for finding a research topic. Today, many resources that were once in print only can now also be found on the *internet* along with other relevant online sites.

Make sure that the online sites you will use offers true and accurate information. *Television* and *radio* are good resources for research topics as well. Previous reading assignments given by the teachers can also serve as a potential source of a good research topic. One's personal experiences and observations can also be a basis for a research topic.

Selecting a Research Topic

There are certain factors that must be considered when selecting a research topic so it can make the research work more interesting and enjoyable to the researcher while ensuring the completion of the study.

1. **Personal Interest** — It will take a while to work on research, so it will be easier to conduct the whole research process if the researcher genuinely like what he is doing. Working on something you like will lead to a better paper, and the process will be much more enjoyable.
2. **Skills and Competence** — The researcher must be knowledgeable enough to proceed with the topic he will be choosing to make the wok easier because it will involve the application of certain skills. It's okay if the researcher doesn't know much about the topic he is interested in as long as he can learn the skills required to finish the research.
3. **Novel, new, or original** — The purpose of doing research is to add information to an existing body of knowledge. Doing research on something that has been done a long time ago will defeat the purpose of doing research. Conducting initial research about the topic is helpful to know if other people already had published something about it. If there are already studies about it, the researcher can work on certain areas that have research gaps or those parts of a certain topic that is not yet explored.
4. **Significant and timely** — The chosen research topic needs to be relevant to the issues the society is currently experiencing. The research must be able to make an impact upon situations and people it is intended for or addressed to.
5. **Researchable or manageable** — A topic is researchable if there is enough information available bout it where one can start background research. The topic should be one that can be managed in the limited resources that a researcher has. Choose a topic that can be easily justified within the given time frame. The research topic cannot be too broad or too narrow. The topic should be specific enough to be able to present a study that is focused, direct, clear, and specific in nature.

A research topic can be narrowed down using different strategies such as mind mapping where all related ideas are graphically connected to the broad topic and then selecting the common ideas that the researcher wants to focus on. Another way to narrow down a topic is to use the 5W's. The researcher can ask himself questions such as:

- What area is interesting to focus on?
- What will be the subjects in the study?
- Who are the target participants?
- Where will the study be conducted?

Asking for advice and suggestions from the research teacher, adviser, or other knowledgeable individuals can be done if there are troubles in deciding among topics or is narrowing the scope. It is good to check the ideas with an established academic or other professional related to the field of research.

Writing a Research Title

The title is important because it is the first thing that the reader will see and read in a research paper. If the title is not interesting to the readers, they will not read nay further. The written title needs to be clear, convincing that shows what the study is about and engages the interests of the reader.

Typically, the final title submitted is created after the research is complete so that the title accurately captures what was done. A working title should be developed early in the research process because it can help the researcher focus on the direction of the study. It can be improved or revised later if needed.

1. **Include keywords** — The title needs to contain keywords from the manuscript and should indicate what is expected to be found in the research paper. Identify key variables, both dependent and independent. Include the terms people will use to search if they will search for the study on various databases.
2. **Simple, brief, and attractive** — The main purpose of a research title is to give a precise summary of the paper's content. A research title is typically around 10 to 15 words long. A lengthy title may seem unfocused and will only take the readers' attention away from an important point.
3. **Avoid unnecessary words, abbreviations, and jargons** — Avoid using phrases like "A study of", "An analysis of", "An investigation of". Do not use abbreviations and jargons as the title needs to be comprehensible even to people who are not experts in the field of the study.

Writing the Background of the Study

This section provides general information about the research topic and emphasizes the main aims of the study. The background of the study only discusses the main and relevant aspects of the related studies that led to the aims of the researcher. It should not be elaborated as this will be presented in a different section of the paper. The background should present your general interpretation of related studies and what the researcher wants to accomplish with the study. Writing the background of study starts from the broadcast information going to the specific areas that need to be presented.

What is known?
Start by stating the area of research and immediately show what is already known. Write about the topic

Reading and Writing

Topic 1
Explicit and Implicit Claims in a Text

Explicit (explicitus) — obvious and apparent; directly stated
Implicit (implicitus) — not expressed clearly; only suggested; indirectly stated

Recognizing the Explicit and Processing the Implicit

Explicit Information

- Explicit Information is any idea that is stated.
- Since you are looking for the information in what is read, the explicit information will be written in the text. There is no need to look for clues. Just read. If the info is written, it is explicit.
- Claim is a statement that the athor wats the reader to accept.
- Writer's point or position regarding the chosen topic.

Kinds of Claims

Claim of Fact

- relates to the statement that can be verified, no matter how difficult
- taken from a reliable source of information
- existed in the past, exists in the present or will exist in the future

Claim of Policy

- an argument that asserts the implementation of a certain policy
- depends on an existing policy, rule, or law
- posits that specific action should be chosen as solution to a particular problem
- uses with should, ought to, or must

Claim of Value

- is based on personal taste or practices and morality
- argues whetheher something is good or bad
- a statement about which is better, more important, more desirable, more needed, or more

Topic 2
Critical Reading

Critical Reading as Looking for Ways of Thinking

Text can be easily comprehended but it also cannot be easily comprehended.

The meaning of words may be implied in three ways: Text — Reader's context — Author's context

Simple Reading
- Simple reading involves identifying and recognizing the meaning of the text.
- It gives the basic definition of text.
- Its central idea is the message being imparted.
- It recognizes what a text says.
- The reader absorbs and understands.

Critical Reading
- Critical reading is a more advanced form and a higher level of reading.
- After recognizing what a text says, it reflects on what the text does by making judgement.
- Its certain goal is to recognize the author's purpose in writing the material, understand the tone and persuasive elements in it, and to recognize bias in the text.
- It recognizes what a text says, reflects on what the text does, and infers on what the text means.
- The reader actively recognizes and analyzes evidence in the text.
- In critical reading, we do critical thinking. It involves a series of complex thoughts processes which allows you to make reasoned judgement, assess the way you think, and solve problems effectively.

Flow of Critical Thinking

main vs effect → summary → inference → conclusion → sequence → fact vs. opinion
→ cause and effect → compare and contrast → problem-solution

Components
- **Getting the main idea.** Involves identifying the general idea in a text which may be explicitly or implicitly stated.
- **Summarizing.** Includes recalling all pertinent information and thinking how to compact them all in a summary.
- **Inferring** is aprocessused by a reader to understand an idea that the author does not state explicitly. It is done by combining the reader's knowledge and background with details and clues stated by the author.
- **Drawing Conclusions** is figuring out much more than what an author says directly. It is usually done after reading the whole text.
- **Determining fact from opinion.** Fact is an idea that is already proven or is obviously true. Opinion is an unverified idea; it may or may not prove to be true.
- **Understanding cause and effect** involves identifying the event that causes another event.
- **Comparing and Contrasting.** Comparing is determining how things are the same. The latter is determining how things are different.
- **Identifying the problem and solution** involves discussing complex issues and identifying the solution.

You have learned that as a critical reader, you should be able to use textual evidence when asked by your teacher to support analysis of the implicit and explicit information presented by a writer in a text.

Given the same text to other readers, you may encounter questions that will really require your answer. In that case you should have the skills of reasoning out and giving analysis and evaluative statements.

Critical Reading as Reasoning

Reasoning — According to Merriam-Webster Dictionary, reasoning is an act of giving statements for justification and explanation. It is the ability of someone to defend something by giving out reasons.

Formulating Evaluative Statements

Evaluative Statements

- It is a way of giving a better explanation to show the strengths and the weaknesses of something through writing.
- It presents a value judgment based on a set of criteria.
- It is used in giving a sound judgment – a judgment that can be backed up or supported by valid reasons or proofs.
- It is the writer's way of explaining why a strength is a strength and a weakness is a weakness based on the evidences gathered.

How to Formulate an Evaluative Statement?

- Evaluative statements about a text are formulated after having read the text carefully and critically, grasping the essence of the text and checking for possible fallacies in the argument.
- The formulation of the evaluative statements is done in the same way you do any other writing except that the statement is about your judgement of the text's content and property.

You may compose your evaluative statements in two steps:

1. **Formulating Assertions about the Content and the Properties of a Text Read**
   In this step, you have to examine which ideas are facts or opinions, make inferences or conclusions, and assess the overall quality of the text. These assertions usually contain evaluative terms such as useful, significant, important, insightful, detailed, up-to-date, comprehensive, practical, etc.

2. **Formulating a Meaningful Counterclaim in Response to a Claim Made in the Text Read**
   Counterclaim is the opposition you make about the claim of a writer. You must recognize the value of hedges when you state your counterclaims. A hedge is a word or phrase that minimizes negative impact of a criticism. When you are presenting your counterclaim, you are providing criticism since you are stating that the claim is not true. Hedge is used to give a courteous tone in your writing.

   Hedges could come in different forms such as:
   - Modals – may, could, would, etc.
   - Frequency adverbs – usually, generally, commonly
   - Probability adverbs – probably, possibly, presumably

   Obesity is caused by the bad food choices being offered by the food industry.
   Obesity is probably caused by the bad food choices being offered by the food industry.

Topic 3
Kinds of Business Correspondence

- **Sales Letter** — A sales letter offers a product or service to the potential clients. It has to include good persuasive language in order to attract buyers or patrons.
- **Letter of Inquiry** — This letter is used to inquire pertinent information on a specific subject. This topic includes any information about the product, services, or policies of the company.
- **Letter Making a Reservation** — The main purpose of this letter is to place a reservation or order for a product or services in a company. Normally, a letter of reservation is short so make sure that you included all the information about a particular service or product you want to avail of.
- **Order Letter** — An order letter is a very simple letter. It only includes all the pertinent information about the product or services you want to avail which includes the quantity and the description. You also have to include specific details in terms of payment preferred or required by the company.
- **Letter of Reference/Recommendation** — This letter is written by a person who provides a character reference to a person usually a job applicant. The writer should have known the person for quite a while for him to be qualified to give recommendation
- **Letter of Acceptance** — It is a positive message given to a request or offer.
- **Letter of Refusal** — It contains a negative statement. It includes statements which formally announce a decline or rejection of any offer or proposal. Since this letter possesses bad news, it has to be stated directly and written with courtesy.
- **Letter of Collection** — It contains a negative statement. It includes statements which formally announce a decline or rejection of any offer or proposal. Since this letter possesses bad news, it has to be stated directly and written with courtesy.
- **Letter of Complaint** — It is a formal written communication of any dissatisfaction on products or services. Part of this letter's objective is a replacement of product or a reimbursement.
- **Letter of Adjustment** — It is a letter in response to the letter of complaint. It usually contains the logical and reasonable answer for the complaint given by the client. Its main objective is to pacify and address the concerns of the complaints.
- **Memorandum** — A memorandum or memo is correspondence used to disseminate information from one department to another department.
- **Resume** — It serves as your marketing tool in order to land a good job. It outlines your education, qualifications and achievements. The employer will base the decision whether or not you will be accepted in the company.

Writing an Application Letter

Application Letter — A letter that you write to a company or organization when you are applying for a job.

- Importance: The letter of application is like a personal sales letter because of its task of selling the personality and qualifications to the applicant's future employee.
- Purpose: to secure an interview eventually to obtain a job.

Parts of an Application Letter

1. **Heading** contains the address of the sender, and the date on which the letter is being written.
2. **Inside Address** contains the name of the employer, their position, cmpany's name and the address of the company or organization.
3. **Salutation** is ana expression of greeting to the employer that comes immediately before the body of the letter.
4. **Body of the Letter**. It is in this part where you may convey all the messages you want your reader to understand.

   Suggestion in Making amd Organizing the Body of the Letter (Baraceros, 2013)
   - **First Paragraph** — Attract the attention of the employer.
     a. *First Sentence* — The way the writer came to know of the job opening. (From whom or from what publication, advertisement or any source of information did you learn the job opening?)
     b. *Second Sentence* — The exact purpose of the writer.
   - **Second Paragraph** — This creates the employer's interest or desire in your application by indicating your educational attainment.
   - **Third Paragraph** — Indicates your work experience and training sessions attended.
   - **Fourth Paragraph** — Personal attitudes, interests, qualities, activities towards the job.
   - **Fifth Paragraph** — To make the employer believe that you are the right person the company is looking for.
   - **Sixth Paragraph** — Urge the employer to act your application letter by requesting for an interview.

5. **Complimentary Close** serves to end the message just as goodbye serves to end a conversation.
6. **Signature** contains the name and signature of the writer.

Topic 4

Purposeful Writing in the Disciplines and for Profession

Every time you engage in writing whether it is for academic purposes or for the professional field, it is a requirement that you identify first your purpose.

The objective of your writing would define the contents, the organization, level of vocabulary, the language use and even format of your written output.

"The writer must decide what the specific purpose of his report is and make sure that every part of his report contributes to that purpose," Mills and Walter (1978).

"Does the final output realize my objective in writing?"

Features of Texts across Disciplines

Book Review or Article Critique

- It is a form of literacy criticism in which a book or article is analyzed in terms of its content, style, and merit.
- The length of the review may vary from a single paragraph to a complete essay which uses the personal preferences of the writer.
- Three things needed in preparing a book review: Describe, Analyze, Evaluate

In writing a book review or article critique, there are things which you have to consider:

Before Reading	**During Reading**	**Writing Review**
Title What does it suggest? What is your knowledge about the title Preface or Introduction Can you identify any limitations? Are there parts which the author intentionally or unintentionally ignored? Table of Contents How are the ideas organized? What logical orders does it follow?	What is the genre or general field? What is the author's point of view? Do you agree or disagree with it? What passage or quotes can you later cite in your review? What is the author's thesis statement or main point? What is the author's style – formal or informal? Is it suitable for the target reader? Are the concepts well defined? Is the language clear and convincing? What areas are covered, not covered? How accurate is the information? Is the author's concluding chapter or summary convincing? What did the book or article accomplish? Compare this book or article to those written by other authors.	Include the author, place, publisher, publication date, edition, pages. Provide a good opening statement. Write review of the book or article. Is this the best article or book? Why or why not? Include information about the author – reputation, qualifications, etc. Consider the target reader for your review. Include information based on the needs of the reader. Provide a good conclusion. It could be a final assessment of the review.

Literature Review

- It is a critical analysis of published sources, or literature, on a particular topic. It is an assessment of the literature and provides a summary, classification, comparison and evaluation.
- Three parts: Introduction, Body, Conclusion

Functions:

- Establishes the relevance of the topic
- Provides necessary information to better understand a specific topic or study
- Shows reviewers familiarity and mastery of the topic
- Resolves conflicts among contradictory studies

Research Report

- It is often used in the sciences, engineering, and psychology.
- Its main aim is to present the research in a manner that the readers can easily understand the report – what it is all about, its purpose, and the result.
- The report contains the presentation of a research conducted in a particular field. It is done to recommend solutions to an identified problem for the target entities.
- The main objective of a research report is to communicate to the readers the conducted research in the most understandable way possible, so it uses a specific format.

Project Proposal

An initial framework for establishing the concept of a project and includes what you want to accomplish, an explanation of objectives, and plans for achieving them.

Basic Project Proposal Outline

- Section 1: Project Information — This section intends to provide a high-level picture of the project and its details (Name of the Organization, Project Title, Project Start and End Date, Duration)
- Section 2: Project Summary — The goal of this section is to present the reasons for doing this project as well as stating all of the objectives.
- Section 3: Project Methodology — The project methodology section of a proposal is where you detail the plan for the objectives to be achieved.
- Section 4: Project Costs — This section is dedicated to estimating the overall cost of the proposed project.
- Section 5: Conclusion — The conclusion section of a project proposal intends to be a brief review of all the points already discussed. This is also the final moment to prove you have adequately researched all solutions and your proposed method is the best.
- Section 6: Appendix — This section is dedicated to any additional charts, graphs, images or report that were cited in the proposal.

Position Paper

- Position papers are written with a purpose of presenting your personal stance on an issue and try to persuade the readers to take on your side.
- In winning the readers over, you take on the challenge of supporting your stance with a sound and logical arguments supported by valid evidences.

Two Kinds of Readers:

- One whom you share the same beliefs with
- One who has opposite beliefs

Basic Components:

- A well-defined issue
- A clear personal position about the issue
- A convincing argument
- Reasonable tone

FIRST STEP: *Exploring and Researching about the Issue*	**SECOND STEP:** *Consider Purpose and Audience*	**THIRD STEP**: *Testing your Choice and Developing your Reasoning*	**FOURTH STEP:** *Anticipating Counter Arguments and Restating your Thesis Statement*	**FIFTH STEP:** *Drafting your Paper*
You have to explore the issue by determining the pros and cons to identify the possible readers for your paper.	What argumentative strategies should I use? How do they define the issue? What is their level of acceptance or rejection of the issue?	Does this topic really interest me? Is this topic completed in the time allotted? In developing, you have to list your reasons for your position statement. Identify the strongest and weakest position.	You have to list down the counter argument. Begin analyzing each counter argument & refute each one.	Begin drafting your paper by using the format: introduction, body, and conclusion.

Professional Correspondence

- It is defined as the exchange of information in a written format for the business activities.
- It can be a message coming from one company sent to another company, inter-office communication, or message between the clients and organization.

Characteristics of a Business Letter

- **Simplicity** — The letter should be written using a very simple language. You should avoid using highfalutin words so that it will be easier for the readers to understand your paper.
- **Conversational Style** — Writing a business letter uses a face-to-face conversational style. It is written as if the sender directly talks to the receiver.
- **Clarity of Goal** — The writer has to be very clear with his goal in writing. The contents of the letter would be highly dependent on the purpose of the writer.
- **Public Relation** — In writing the business letter, the goodwill and image of the organization should be reflected in the letter. The letter carries with it the entire organization.
- **The "YOU" Attitude** — The "you" attitude simply means putting the reader's point of view in mind in writing the letter. It has to show that the central focus of the letter is the reader's interest.
- **Courteous** — It is not all the time that a letter contains positive message. In delivering negative messages, the writer should possess courtesy and politeness.
- **Sincere** — The reader has to feel the sincerity of the writer in the letter. This is done by using words which show genuine concern for the readers.
- **Cohesion** — In the letter, there are different ideas presented. The writer has to link together all the ideas in such a way that they are logically connected.
- Conciseness — Brevity is the key in letter writing. But all the needed information by the reader should be presented. Conciseness should not sacrifice the completeness of letter.

Parts of the Business Letter

1. Heading
2. Date line
3. Inside address
4. Salutation
5. Body
6. Closing or Complimentary Closing
7. Signature Line

Format of the Letter

- Semi-Block Style
- Full Block Style
- Modifies Block Style
- Indented Form or Traditional Form
- Hanging Style
- Memorandum Style